



BARNARD CASTLE SCHOOL

# Examinations Invigilator



INFORMATION FOR APPLICANTS



# The History of Barnard Castle School

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Barnard Castle School has its roots in the medieval past and its eyes set firmly on the future. The school traces its origins back to the nearby Hospital of St John, which was an educational and religious community established by John de Balliol in 1229. He was also the founder of Balliol College in Oxford and his passion for learning remains central to our philosophy today. In 1883 with a gift from Benjamin Flounders, a Victorian philanthropist, and the proceeds of St John's Hospital, the present main School building was constructed. Tony Jackson, the School's tenth Headmaster, was appointed in September 2017 as "Barney" embarked on an exciting new era.

## The School

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***'When you are steeped in little things, you shall safely attempt great things'***

This motto perfectly sums up what **Barnard Castle School** - or 'Barney' as it is affectionately known - aims to do in preparing its pupils for life beyond its doors. Through creating an inspirational, compassionate and unpretentious environment, Barney aims to develop young adults with character. Our staff believe that our pupils should be confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, and are prepared to live, embrace and lead in an ever-changing world.

***'Parvis imbutus tentabis grandia tutus'***

The School has a genuine warmth amongst its **722 pupils** and **180 staff**, which fosters a strong sense of community and endeavour. It is highly unusual to find a school where pupils from Year 9 and Year 11 sit at a table for lunch together sharing a conversation, discussing their latest sports fixture or drama rehearsal. However, this attitude is ingrained in a Barnardian from very early on. The co-educational and cross-year group atmosphere starts in the journey from the Preparatory School (ages 4-11) right through to the state-of-the-art bespoke Sixth Form Centre in the Senior School (ages 11-18). A Barney pupil is quick to make someone else feel at ease, whether that is through simple encouragement or a warm smile.

Whilst we are extremely proud of what our pupils achieve academically, we also recognise the importance of preparing the next generations for an evolving and increasingly competitive global marketplace. To do this, we focus on developing the individual character of every child, and during their journey with us, we aim to cultivate vital life skills through building relationships amongst the pupil body and teachers alike. Each pupil has a dedicated Tutor who meets with them several times a week to discuss anything from pastoral issues to academic progress.

We want our pupils to develop a balanced mindset for life. This requires confidence, resilience and compassion, all built up over a period of time, and in a variety of ways, both within and beyond the classroom. It also requires that most important quality: humility. At our core is an unpretentious and humble outlook, and it is this combination of confidence and humility that allows our pupils to light up a room.

We want staff who believe in our purpose as educators and are proactive in immersing themselves in school life during term time. We would like them to role model the qualities we hope to install in our pupils throughout their journey from the Prep School through to the end of the Sixth Form. Teachers are expected to take part in the extensive extra-curricular "Mind, Body and Soul" programme that runs between 4pm and 5pm and can choose to offer an activity that they are passionate about. We believe in fostering lasting relationships and contact time with pupils outside the classroom is what makes the Barney difference.

# The School (cont'd)

The School is situated in its own extensive grounds on the outskirts of an historic market town, recently noted as being the safest in England, in an area of outstanding natural beauty. It is well-resourced and enjoys an enviable reputation for its pupils' achievements on a broad variety of fronts. It is also in proximity to and enjoys close relationships with departments in the universities of Durham, York and Newcastle.

Continuous improvement and investment have produced a number of new buildings, including the MacFarlane Building which houses Physics and ICT, the Atha Fitness Centre, an extension to our Prep School including a new Science Lab, and the new purpose built Sixth Form Centre.

Further details about Barnard Castle School may be found in the Independent Schools' Yearbook and on the School's website **[www.barnardcastleschool.org.uk](http://www.barnardcastleschool.org.uk)**.

## Our Vision

- To be viewed as the leading independent co-educational boarding and day school in the North of England.
- To foster the concept that 'Barney is for Life', imbuing a real sense that to be a Barnardian is something special and life-lasting.
- To make an impact: in Barnard Castle, County Durham and the wider world.
- To place the School in an even stronger position for future generations to enjoy all the benefits of a Barney education.

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## Our Purpose

- Through creating an inspirational, compassionate and unpretentious environment, we aim to develop young adults with character.
- They are happy, confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, who are ready and prepared to face, embrace and lead in an ever-changing world.







# Job Description

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**Job Title: Examinations Invigilator**

**Responsible to: The Deputy Head (Academic)**

**Reporting to: The Exams Officer**

**Department: Support- Exams**

**Please note, due to examination regulations, individuals with parental responsibility for pupils at Barnard Caste School are unable to apply for this position.**

## **Purpose**

To provide an efficient and effective invigilation support service to the School examination department and ensure the integrity of its examinations.

## **Overall Responsibilities:**

### **Duties**

- Responsible for the supervision of students during examination periods including seating of students within the exam environment.
- Responsible for confidential documentation and information relating to students.
- Responsible for ensuring the security and integrity of examination papers / scripts, equipment and stationery.
- Ensure all scripts and examination stationery are collected and checked at the end of each examination.
- Return scripts and associated documentation and equipment to the Examinations Officer or other delegated officer.
- Promote a positive and calm working environment for all students and treat all pupils and colleagues with professional respect.
- Report any security concerns to the Examinations Officer
- Monitor candidates throughout the duration of the exam and maintain silence
- Responsible for all health and safety issues including knowing how to deal with emergencies in examination conditions, including evacuation routes from the building.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

The post holder may undertake any other duties that are commensurate with the post.

**In order to meet the high standards expected of a member of staff in our School, the Bursar is seeking to employ a person with the following qualities, experience, skills and abilities.**

## Person Specification

### Knowledge and Skills

- Good literacy and numeracy skills
- Experience of working with a range of different people
- Customer care skills
- Familiarity with JCQ code of conduct publication
- Works under the direction of the Senior Invigilator / Exams Officer
- Supervise examinations
- Works closely with colleagues
- Dealing with queries from staff and pupils relating to examination scripts and procedures
- Ability to handle conflict tactfully
- Required to work as part of a team under supervision
- May be required to supervise examinations alone but always under supervision
- Any problems or issues which arise will be referred to Exam Officer or designated officer
- Works to exam timescales
- May need to remain standing for extended periods of time
- Need to remain alert during examination periods
- Handling information in the form of examination papers / scripts
- May be required to distribute and collect stationery

### Expectations as a member of Barnard Castle School Staff

- To have high professional standards and so be an appropriate role model of reliability, behaviour and appearance
- To relate to children in an atmosphere of trust, frankness and ambition and to engender a climate of mutual respect
- To make sure that pupils meet the School's expectations of them
- To facilitate the development of children's confidence, self-esteem, determination, responsibility and personal pride in achievement, behaviour and appearance
- To understand that offering a well-rounded education means engaging beyond the classroom, and therefore contributing to the wider life of the Barney education.
- To contribute to marketing the school and to promote the School to prospective pupils and parents
- To establish and maintain high standards of communication with pupils, staff and parents
- To uphold all the policies of Barnard Castle School
- To take an interest in how the School functions and to convey suggestions for improvement to the Domestic Services and Catering Manager, Bursar and Headmaster from time to time
- To subscribe to the School's ethos of inclusivity, collegiality and helpfulness.

This job description reflects the present requirements of the post and is not intended to be exhaustive. staff may be required to carry out such other duties as the Bursar may reasonably require from time to time.

Duties and responsibilities, may be subject to change and development, the job description will be reviewed periodically and subject to amendment in consultation with the post holder.

### Appointment Terms, Conditions and Benefits

**Type:** Part time/Seasonal

**Working Hours:** Are advised by appointment

**Hourly rate:** National minimum wage

**Notice:** Either you or the School may terminate the Fixed Term on 1 week's written notice.

# Recruitment Process

## Barney Application Process:

**If you feel that you can meet the above requirements**, then please submit a letter of application along with the Barnard Castle School application form to the Bursar. Only applications containing the requested information will be considered.

**If you would like to discuss the role please contact:**

**Charlotte Galvin, Exams Officer:**

**Tel: 01833 696019**

**Email: [clg@barneyschool.org.uk](mailto:clg@barneyschool.org.uk)**

### **Applications should be sent to:**

Mrs S M Metcalf

Bursar

Barnard Castle School

County Durham

DL12 8UN

Phone 01833 696098

Fax 01833 638985

E-mail [hr@barneyschool.org.uk](mailto:hr@barneyschool.org.uk)

### **Closing Date :**

Applications will be considered as they arrive

### **Interviews**

Interviews will take place at Barnard Castle School

## Information about Interviews:

*Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.*

*Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.*

*Barnard Castle School is an equal opportunities employer.*

1883



PARVIS IMBUTUS

TENTABIS GRANDIA TUTUS

[WWW.BARNARDCASTLESCHOOL.ORG.UK](http://WWW.BARNARDCASTLESCHOOL.ORG.UK)