



Westhoughton  
HIGH SCHOOL

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# Application Pack

Casual Exam Invigilator  
Support Staff

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## Letter from the Headteacher

Dear Potential Colleague,

Thank you for expressing an interest in joining Westhoughton High School. Within this pack you will find information about the school, job vacancy and the application process. Application processes are two-way, it is just as important that you find out about us, and how we work, as it is that we find out more about you.

We are a large 11-16 school that draws from a diverse catchment area in and around Westhoughton. Our aim is to be truly inclusive and ensure that learning comes first for all our learners – every child, every classroom, every day. Everyone who works here shows commitment to our LEARN values – they are not just words on a website or flying on flags at the front of our school. They are our daily mantra for what we do, and how we do it.

- Look after each other
- Enjoy school
- Aim High
- Respect one another, ourselves and our community
- Never stop learning

When I arrived for interview to be Headteacher I could feel the sense of community and belonging as I walked down the drive. Coming to school here, and working here, means something. If you are thinking of applying for this post it is wise to look at our website and undertake some research on our school, but more than that, I urge you to come and visit us. This is the only way that you will really know if we are the right school for you.

I wish you every success with your application and thank you in advance for the interest you have shown in our school community.

Yours faithfully,

Mr N S Coe  
Headteacher



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## Department profile

### Welcome from Gill Bailey, Business Manager

Support staff are the backbone of our school, they keep the school running both inside and outside of the classroom to benefit teaching and learning and help maximise the experiences of our learners.

Every member of support staff plays a pivotal role in making a difference and we are truly inclusive; all staff are equally valued within our school community, and we all look after each other.

Our support staff team consists of 60 people, forms around 42% of our workforce and is made up of the following teams:

- Administration, Data & Finance
- Behaviour & Pastoral Support
- Facilities Management
- IT Support
- Learning Cover Supervisors
- Learning Support Assistants
- Student Support Leaders
- Technicians

All our teams work together to ensure the best outcomes for our learners.

If you enjoy working as part of a team and want to play a part in ensuring every child fulfils their potential, you would be a welcome addition to our school community where every day is different!



# Getting to know our school

## LEARN values

Our LEARN values are our daily mantra. We are by no means perfect but work hard every day to exemplify what our values mean to our school community and how they support our learning.



## Community

Our community is central to the work that we do here. Our school badge carries two symbols from our community heritage – a cow's head and the Pretoria Pit wheel. A quick google of our town will tell you the stories that sit beneath these symbols. These symbols were chosen by our learners when the school uniform was redesigned several years ago. The cow's head reminds us to think differently and own our decisions, the pit wheel is a nod to a unique community that have always worked hard and looked after each other.

We are incredibly proud of our work within and beyond our school community. If you choose to visit us, you will hear about the work of our Anti-Bullying Ambassadors and our Kindness Army. Our community campaigns "Let's Share Christmas" and "Bring the Spring" are always incredibly successful and are known throughout the town.



## Staff Wellbeing

“Never Stop Learning” applies to staff and learners alike. We invest in staff development through a shorter teaching day each Wednesday. Learners leave the school site at 2:15pm to allow for professional learning of all colleagues in school.

Our staff wellbeing includes:

- An Employee Assistance Programme
- A Health Care Cash Plan
- Secret Buddy Society & Secret Santa
- Cover Plus Initiative (leading to time off in lieu)
- Access to support services (counselling)
- Wellbeing Wednesdays (early finish, no CPD)
- Late Start / Early Dart draw for 100% termly attendance
- Duvet Days for long service

## Ofsted

We were last inspected on 10<sup>th</sup> and 11<sup>th</sup> May 2023, the outcomes for each category of the inspection matched with our self-evaluation. Safeguarding was highlighted as a particular strength of the school. We are pleased to see that the report included recognition that most of our students enjoy coming to school, feel safe and engage well with the curriculum. Inspectors were impressed by the personal development of our young people and their contribution to the wider community. The expertise of the staff body, and their subject knowledge also stood out.

There is much in the report that learners, staff, governors and parents should be justifiably proud of. The report includes the following highlights:

Ofsted said:

- Pupils work hard to support their local community.
- Leaders have ensured that pupils have a broad choice of subjects to study.
- Leaders provide pupils with appropriate support and guidance, so that they choose subjects that match their talents.
- Leaders have high expectations for pupils’ achievement.
- The curriculums that underpin pupils’ personal development have been carefully designed.
- Pupils involve themselves with extra-curricular clubs and enjoy the range of activities on offer.
- The school’s Safeguarding Team offers effective support to help pupils to stay safe in school and to support their varied needs.





## School Improvement

We are proud of improvements made to the curriculum, teaching and behaviour since our last inspection. Last academic year (2023-24) we worked on “Routines, Relationships & Reading”. This has been the bedrock for our improvement work.

This year (2024-25) we continue to embed “the three R’s” and have also commenced work on “Attend, Adapt, Assess”. This year there is a focus on ensuring that the classroom environment is welcoming and inclusive for all, provides learners with activities and strategies to meet their individual learning needs and includes strong formative assessment that enables teachers to know that everyone understands and is learning well. Keeping school improvement clear and streamlined is part of our staff wellbeing strategy.



## A final word from Phomolo and Ellis

It is our pleasure to give you a glimpse into what makes our school such a special place. At Westhoughton High, we pride ourselves in fostering a respectful and welcoming environment which is apparent from the moment you walk down our drive. As learners, we are encouraged to not only immerse ourselves in the school community, but also in the wider community. The charity campaigns are not only teacher led, but student led too. We have firsthand experience of this through ‘Lets Share Christmas’ and ‘Bring the Spring’ last year. This is one of our many favourite experiences at this school, because we love giving back to our community and building trust in the area that we live.

Collectively, we know the importance of creating strong relationships with staff and understand it is an essential part to succeeding in high school. The teachers at our school are genuine, easily accessible and are always willing to help.

LEARN is the forefront motto here at Westhoughton High School, which Mr. Coe ensures we do not forget! But if you ask us, every student: *‘Looks after each other’; ‘Enjoys our school’; ‘Aims high’; ‘Respects our school community’* and most importantly *‘Never stops learning’!*

*Phomolo & Ellis, Head Girl & Head Boy*





# Job Description

<b>Post:</b>	<b>Casual Exam Invigilator</b>
<b>Grade:</b>	<b>Grade B, SCP 3</b>
<b>Responsible to:</b>	<b>Exams &amp; Assessment Manager</b>

## Principal Responsibilities:

- To ensure that all rules and regulations, especially the JCQ booklet 'Instructions for the Conduct of Examinations' (ICE booklet), relating to the conduct of exams are strictly applied and dealing with examination irregularities in accordance with procedures.
- To ensure that candidates have an equal, safe and secure environment in which to sit their examinations.
- To prevent possible candidate malpractice and prevent possible administrative failures.
- To be aware of and comply with policies and procedures (in particular fire procedures for pupils during an exam) relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

## Job Purpose:

To provide exam invigilation for both internal and external examinations within the school.

## Main Duties:

- Being available from 8.30am for AM exams and 12.30pm for PM exams to assist the Exams Officer with preparation and tidying of exam rooms. Placing posters according to the ICE Booklet, distribution of exam equipment (e.g. pens, pencils and mathematical instruments).
- Checking the exam room meets the correct standards.
- Ensure candidates get to their correct seats, escalating any exceptions and advising them about possessions permitted in exam rooms.
- Distribution and collection of exam papers.
- Check for and take into account Access Arrangements for candidates where appropriate.
- Completing the attendance register where appropriate.
- Starting the exam and reading out any notices when a Senior Invigilator not present.
- Work to the timing of the exam advising candidates of the start and end times.
- Record any late arrivals or early leavers and any other issues.
- Invigilate during the exam by ensuring the regulations, as defined in the Instructions for Conducting Examinations (ICE) booklet are complied with at all times, dealing with queries raised by candidates and dealing with examination irregularities in accordance with documented procedures.
- Maintaining exam conditions throughout by, ensuring students are silent and they do not communicate with others.
- Reporting and record all exceptional events or situations.
- Collecting and collating exam papers at the end of the examination as requested and returning them to a secure area or pass them to the Exams & Assessment Manager.
- Supervise the orderly exit of candidates leaving the exam room.
- In the case of an emergency, e.g. evacuation, following the instructions of the Exams & Assessment Manager/SLT, to escort the candidates from the exam room as per the Exams Evacuation policy.
- Rearrange/tidy the exam room to leave it in a suitable state.
- Complete timesheets for work carried out and submit in a timely manner.
- Attend termly invigilation training sessions and update meetings.
- Invigilate candidates with special arrangements e.g. extra time, readers, scribes etc. Additional guidance will be given if this is the case.
- Be familiar with the contents of the JCQ booklet 'Instructions for the Conduct of Examinations'.

**Training will be given to ensure these criteria are achieved.**



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Whilst every effort has been made to explain the main duties and responsibilities of the post, you will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. Depending on the needs of the school, these may be altered from time to time in accordance with the conditions set out in the currently operating School Teachers' Pay and Conditions Document and relevant Governors' Policy Documents.

This post is subject to the current conditions of employment contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an Enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance and delivery of key council services and of support to the community. This could require working outside of routine working hours and could entail working from a place other than your normal place of work.

NB emergencies requiring activation of Bolton Council's Emergency Management Plan only occur very infrequently. If you are asked to respond to an emergency, your personal circumstances at the time will be taken into account.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**Job Description prepared/updated:** Stephen Barton

**Job Description prepared by date:** January 2025





# Person Specification

<b>School</b>	Westhoughton High School
<b>Job Title</b>	Casual Exam Invigilator
<b>Stage One</b>	Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
<b>1. Skills and Knowledge</b>	
Ability to enthuse young people	Application Form/Interview
Ability to communicate ideas effectively	Application Form/Interview
Enthuses staff with supervisory confidence	Application Form/Interview
Excellent team player	Application Form/Interview
Shares ideas and resources with colleagues	Application Form/Interview
Good organiser and administrator	Application Form/Interview
Contributes to a stimulating working environment	Application Form/Interview
Presence: projects self well on first impression	Interview
Speaks confidently	Interview
Good communicator written and oral	Application Form/Interview
Behaves effectively under pressure	
Appearance is smart, clean, maintained	Interview
Accessible/approachable	
<b>Customer Care</b> - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form/Interview
<b>Promoting Equality and Diversity</b> - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview



<p><b>Developing Self and Others</b> - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.</p>	<p>Application Form/Interview</p>
<p><b>Responding to Civil Contingencies</b> - Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services and of support to the community. This could require working outside of routine working hours and could entail working from places other than your normal place of work.</p> <p>N.B. Emergencies requiring activation of the Bolton Council Emergency Management Plan only occur very infrequently. If you are asked to respond to an emergency, your personal circumstances at the time will be taken into account.</p>	<p>Application Form/Interview</p>
<p><b>2. Work Related Circumstances – Professional Values &amp; Practices</b></p>	
<p>Reliable high-level attender/timekeeper</p> <p>Works effectively with team to develop action</p> <p>Patient in bringing others to understanding</p> <p>Availability to work during the main exam season May -June</p> <p>Sensitive and approachable but sets high expectations of behaviour and work rate</p>	<p>Application Form &amp; Interview</p> <p>Application Form &amp; Interview</p> <p>Application Form &amp; Interview</p> <p>Application Form &amp; Interview</p> <p>Application Form &amp; Interview</p>

**Stage Two**

Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT
<p><b>1. Skills and Knowledge</b></p>	
<p>Knowledge/understanding of development issues in education – nationally and locally.</p> <p>Active CPD own personal development.</p> <p>Supervisory experience.</p>	<p>Application Form/Interview</p>
<p><b>Note to Applicants: Please try to show in your application form, how best you meet these requirements</b></p>	

**Date Person Specification prepared/updated**

January 2025

**Person Specification prepared by**

Stephen Barton

## Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

**Developing Self and Others** - Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

**Civil Contingencies** - Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality and Diversity** - Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

**Customer Care** - The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

**Health and Safety** - Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality** - Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

**Fluency Duty** - Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

**Working Hours** - The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding** - This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.



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# Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than 2 sides of A4 paper. You may include examples from previous paid, unpaid or voluntary experience. CVs will not be accepted.

Please ensure that you provide a current email address and contact number with your application to ensure that we can get in touch with you. The completed application form should be emailed to: [WHSOffice@westhoughton-high.org](mailto:WHSOffice@westhoughton-high.org) or posted to:

Miss A Hodson, PA to the Headteacher,  
Westhoughton High School, Bolton Road, Westhoughton, Bolton, BL5 3DN

For further details, please contact the school office on 01942 814122 or for additional information about the school please visit the website [www.westhoughton-high.org](http://www.westhoughton-high.org).

Whilst every effort has been made to explain the main duties and responsibilities of the post, you will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. Depending on the needs of the school, these may be altered from time to time in accordance with the conditions set out in the currently operating School Teachers' Pay and Conditions Document and relevant Governors' Policy Documents.

## Background Checks and Safeguarding Students

Westhoughton High School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an Enhanced Disclosure and Barring Service check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

Thank you for considering Westhoughton High School and we look forward to receiving your application.

