

St Katherine's School



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ABOUT ST KATHERINE'S

St Katherine's is a dynamic, aspirational school situated on the edge of Bristol in a beautiful rural setting. The school aims to create an environment where students feel confident, secure and valued to help them perform at their best.

Our thriving, diverse community is founded on our core values of respect, responsibility and resilience; we actively encourage everyone within our community to 'live and breathe' our values everyday. We have high standards of behaviour, built on the collaborative relationships fostered between staff and pupils. Our committed staff nurture young people through our strong pastoral care and our learners achieve highly, finding their way to a range of higher education and apprenticeship opportunities. We believe in treating young people as individuals and nurture their skills in the academic, creative, physical, emotional and practical domains.

Our ambition is for every student to be happy and to thrive at St Katherine's, ultimately fulfilling their potential regardless of their starting point. Each young person is valued for who they are and what they can become. We celebrate achievement in many forms and value students' positive contributions to school life. With smaller than average class sizes and targeted support from teachers who are passionate about learning, we keep a close eye on attainment and progress, and nurture effort, perseverance and self-improvement.



We were delighted to join Cathedral Schools Trust (CST) in January 2019 and this partnership is already having a very positive impact on our school. We are actively involved in the North Somerset Teaching Alliance (NSTA) and are privileged to offer first class Continuous Professional Learning (CPL) opportunities through the trust and NSTA links. Our staff place great value on their CPL and this remains a priority for the school each year as we focus on what makes the difference - the classroom. CST also has a

well developed Teaching School Alliance with a full suite of NPQ qualifications on offer along with a significant SLE presence across the Bristol area. The successful candidate may be asked to contribute to school improvement activities across the trust and region where appropriate.

Students, staff, parents/carers and governors are very proud of the school and its achievements. We were left disappointed in March 2018 with our Requires Improvement judgement from Ofsted and we continue to deliver on improvements across the school inline with our improvement plan. We deliver a high quality education for all our young people, focusing on the whole child with equal value being placed on outcomes and character. We have been oversubscribed for the last two years and are confident we are rapidly becoming a very good school. Further information is available on our school [website](#).



We are committed to delivering our Quality Improvement Plan and our two most recent strategic changes have been the introduction of our Houses in September 2018, along with improving our climate for learning through our Ready To Learn approach. This is an exciting time for the school and we are looking for applicants with a passion for young people to drive their success even further. In return, you can expect effective support and challenge from our strong leadership team along with a hardworking, talented and passionate staff body. Along with this, our dedicated governing body are fully committed to delivering the best opportunities for our confident, thoughtful, articulate and creative young people.



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Exam Invigilators

Hours: As required during exam season. Hours are flexible between 8.00am and 4.00pm and can vary according to your availability and the examinations timetable.

Pay: £9.20 per hour.

Contract: Casual, required as soon as possible

Working under the guidance of the Exams Officer.

In this role you will be required to supervise internal and external examinations. Duties include the secure distribution and collection of exam materials, providing, keeping a record of and supervising an appropriate environment for students to take their examinations and ensuring that all exam board regulations are enforced during the examinations. Full training will be given to any successful applicants.

Successful candidates will have good communication skills, be well organised, reliable and ideally have some experience of working with young people in either the work place or in a voluntary capacity.

Further information about the school can be found on the school website. For details of the job description and person specification please read on. To apply for this post please click on the link <https://www.tes.com/jobs/employer/-1001486>

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

Closing Date: Midnight 31 March 2020



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JOB DESCRIPTION

Post title: Exam Invigilator

Reports to: Exams Officer

Job purpose

To carry out specific tasks relating to exams under the direction of the Exams Officer, for example, labelling desks, completing attendance registers, checking candidates have signed their papers, collecting and sorting scripts.

Job Duties:

- To invigilate examinations in accordance with the JCQ regulations
- Facilitating access arrangements during the exam
- To inform the Exams Officer of any potential conflict of interest, for example, being related to a student in the examination
- To support the Examinations Team with the day-to-day operation of examination venues.
- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- Checking attendance during examinations; recording details of early leavers and collecting their scripts
- Escorting candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue
- Collecting and collating scripts at the end of the examination in accordance with strict procedures
- Assisting with the preparation of script envelopes
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- To assist with packing and delivery of examination papers, stationery and equipment prior to the examinations and their delivery to and from venues as appropriate.

General Responsibilities:

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, IT and Safeguarding Policies ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher and line manager asks relevant to the school's needs as required and are commensurate with the grade. This is not an exhaustive list and some changes to both the Job Description and duties may occur.
- The post-holder must at all times maintain confidentiality and work within the requirements of data protection/GDPR at all times.

Person Specification

Criteria	Essential/Desirable
<p>Experience:-</p> <p>Experience of working with young people in either the work place or in a voluntary capacity.</p>	Desirable
<p>Knowledge/skills/abilities:-</p> <p>Good communication skills</p> <p>Reliable</p> <p>Ability to issue instructions to a wide range of examination candidates in a confident manner.</p> <p>Good organisational skills to prepare exam room and secure exams papers.</p> <p>Ability to relate to academic staff and students</p> <p>Understanding of the exam process</p> <p>An ability to handle emotional and distressed situations with tact, sensitivity and diplomacy</p> <p>Able to quickly and accurately record information</p> <p>Calm and responsible manner</p> <p>Maintain confidentiality and work within the requirements of data protection/GDPR at all times</p> <p>Satisfactory Enhanced DBS Disclosure checks and Barred list checks (relevant applications and checks will be carried out before any job offer is confirmed)</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS Disclosure checks and DBS barred list checks are required for all successful applicants.

ABOUT CST

INTRODUCTIONS

Cathedral Schools Trust was established in February 2016 to include Bristol Cathedral Choir School (an academy since 2008) and Cathedral Primary School (a free school that opened in 2013). Headley Park Primary School and Victoria Park Primary School, joined the trust in August 2017 and St Katherine's School joined in January 2019. Stoke Park Primary School joined the Trust in June 2019 and Trinity Academy is our brand new secondary school which opened in September 2019 with year 7 only. Trinity will grow year on year and will move from temporary accommodation into a state of the art new school building in September 2021, eventually setting up a sixth form centre too. A brief overview of the schools currently in CST is shown below. We expect the trust to grow locally and modestly over coming years.

SCHOOL	PHASE	TYPE	NO. ON ROLL	LOCATION
Bristol Cathedral Choir School	Secondary	Academy (C of E designation)	1087 currently rising to 1150 by 2021	College Square, Bristol BS1 5TS
Cathedral Primary School	Primary	Free school (Christian ethos)	363 currently rising to 420 by 2020	College Square, Bristol BS1 5TS
Victoria Park Primary School	Primary	Academy	420	14 Atlas Rd, Bristol BS3 4QS
Headley Park Primary School	Primary	Academy	420	Headley Lane, Headley Park, Bristol BS13 7QB
St Katherine's School	Secondary	Academy	890	Pill Road, Pill, Bristol, BS20 0HU
Stoke Park Primary School	Primary	Academy	200	Romney Avenue, Lockleaze, Bristol BS7 9BY
Trinity Academy	Secondary	Academy	120 (Yr 7 only) rising to 780 by 2023	Brangwyn Grove, Lockleaze, Bristol BS7 9BY

VISION

The vision for the trust has evolved over time and is based upon the following guiding principles:

- Made up of a broad and diverse range of schools to include primary and secondary and culturally and socio-economically diverse schools, to become a mixed MAT.
- Working towards a critical mass of approximately 5-10,000 children within a local catchment area of greater Bristol.
- Ensuring that in the first instance, we grow through strong partnerships, generating high aspirations for all pupils, especially the disadvantaged, and building on the existing success of the founding schools and the Teaching School Alliance.
- Allowing each school appropriate earned autonomy and individuality, with high levels of trust and collaboration between schools. Understanding the drivers which led us to develop the trust and ensuring that other schools retain their identity but are committed to meaningful collaboration and using the trust to create new opportunities for both children and staff.
- Ensuring staff and children fulfil their potential and all are valued and nurtured.
- Delivering a commitment to creative, aspirant, innovative thought and action, rooted in evidence and action research.

Within the trust, our expectation is for all schools to be committed to:

People: strong and trusting relationships.

As a trust we want to ensure that staff at all levels are supported to improve through focused professional development opportunities and appropriate coaching and mentoring. We aspire to treat each other with respect and professionalism being positive but challenging, taking time to ensure that all staff and children feel valued.

Music and the arts

All of our schools will ensure that the curriculum is broad, balanced and appropriate to the community we serve. Curriculum design is the responsibility of individual schools though we are committed to collaboration. Music will be important within all of our schools giving all children the opportunity to sing and play. We will all committed to providing the best co-curricular opportunities for our children.

Collaboration

We are committed to the dissemination of best practice and high levels of support and accountability for all staff. We understand that we are better together and aim to give and receive support from within the trust and further afield. We want to forge wider partnerships in the best interests of

children and staff co-creating alignment where it is sensible to do so.

Diversity

We recognise the strength in diversity and are determined to learn from each other. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world.

Our expectation is for every pupil to have:

- An excellent and inspiring experience.
- An education celebrating a wide range of world views and interpretations.
- Access to enrichment opportunities, in particular around music.

In turn our expectation is for staff to be:

- Recognised and valued.
- Provided with opportunities for learning, career development and opportunities for progression across the trust and the wider education system.
- Listened to with good communication across all levels of the organisation.
- Encouraged to try new ideas and to innovate.

VALUES

We are a values-driven organisation and expect all staff to aspire to our core beliefs. You can find out about the Trust by visiting www.cathedralschoolstrust.org