

# Malton School

A Specialist Science School

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SUPPORT INSPIRE THRIVE

**Invigilator**

**Information for Applicants**

November 2021

Dear Applicant,

Thank you for your interest in the post of Invigilator at Malton School. This document aims to give you some information about the school and the application procedure.

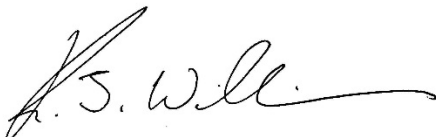
Malton School serves a wide rural area of Central Ryedale, as well as the town of Malton itself. We currently have 963 students on roll, including 180 in the Sixth Form; there are 53 teaching staff and 47 support staff. We are fully comprehensive. Our staff student relationships are excellent. Behaviour is extremely good. Most of our students move on to university and many of them to Russell Group universities. We offer a very happy and supportive community in which colleagues can further develop their career. The school is over-subscribed.

We are seeking to appoint an Invigilator to join our excellent and supportive admin team.

The school is a member of the Red Kite Teaching School Alliance, a group of high achieving Yorkshire schools (including Harrogate Grammar School, Prince Henry's Grammar School, Ilkley Grammar School, Rossett School and Roundhay School). We share staff development programmes and opportunities within the alliance, including leadership development and support for newly qualified teachers.

I hope you will be interested in this post and I look forward to reading your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R. S. Williams', with a long horizontal flourish extending to the right.

Rob Williams  
Headteacher

## **Benefits of working at Malton School**

The school prides itself in being a supportive employer, offering favourable terms and conditions to facilitate outstanding teaching and learning. Some of the main additional benefits of working at Malton School include:

- PPA above the national expectation in response to staff delivery of a Personal Development Activity (PDA – see below).
- A strong bespoke staff development programme for all staff.
- A major investment in support staff roles (e.g. allowing the provision of “no cover”) so that teachers can focus on planning and delivering outstanding lessons.
- Membership of the Red Kite Teaching School Alliance.

Malton School is committed to safeguarding and promoting the welfare of students and young people and expects all staff to share this commitment.

## **The Support Staff Teams**

Malton School’s support staff teams provide a foundation from which teaching and learning is supported effectively to ensure maximum student progress. Teams ensure that resources are deployed effectively, and that systems and processes are appropriate and efficient. Invigilators are part of the administrative element of this structure.

## **Main tasks/Duties/Responsibilities:**

The main duty of the Invigilator is to conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Malton School regulations and instructions and to have a key role in upholding the integrity and security of the examination/assessment process.

## **School data**

|                                  |  |
|----------------------------------|--|
| Address:                         | Malton School<br>Middlecave Road<br>MALTON<br>North Yorkshire<br>YO17 7NH    |
| Telephone:                       | (01653) 692828   |
| Email:                           | <a href="mailto:admin@maltonschool.org">admin@maltonschool.org</a>           |
| Website:                         | <a href="http://www.maltonschool.org">www.maltonschool.org</a>               |
| Chair of Governors:              | Rod Anson<br>c/o Malton School   |
| Clerk to the Governors:          | Helen Lowdell<br>Malton School   |
| Corporate Director of Education: | Stuart Carlton<br>County Hall<br>NORTHALLERTON<br>North Yorkshire<br>DL7 8AE |
| Telephone:                       | 0845 034 9494  |

## **Application**

You are invited to submit an application for the post of Invigilator at Malton School and to support your application with a letter.

Completed application form and supporting letter should be emailed to the Head's PA, Sara Swindells at [sas@maltonschool.org](mailto:sas@maltonschool.org) by 9:00 am on Monday 29<sup>th</sup> November 2021. Your application will be acknowledged. Interviews will take place as soon as possible after this date. If you have not heard from us by then you should assume that your application has been unsuccessful on this occasion.

Thank you for your interest in the post of Invigilator. If you have any questions please do not hesitate to contact Sara Swindells on the email above.

*Malton School is committed to safeguarding and promoting the welfare of its students. All staff must have enhanced DBS Clearance and are expected to adhere to safe working practices.*