

Hope Sentamu Learning Trust is a growing multi-academy trust for both primary and secondary schools along with Alternative Provisions.

Since the merger between Hope Learning Trust and the Sentamu Academy Trust, we continue to develop and grow so that everyone in our communities is given the opportunity to thrive. Schools across both the Trusts had previously been working together, so we already have a family of schools who share best practice. Each one of our schools has its own distinctive character, identity and strengths which it brings to the Trust so that we all benefit from each other. We have a very bright future ahead!

## Our Vision

Our vision is really very simple. We aspire to provide a place where children and young people can thrive. The aspirations for our existing academies and those joining us are to establish environments where young people thrive. We want our schools to be places where children and young people thrive as active learners; compassionate, kind and creative individuals; caring and engaged citizens; and spiritual beings. We aim to grow together, to serve one another and nurture our children and young people.

In a world of turmoil we offer schools the opportunity to concentrate on teaching and learning, providing you with peace of mind as we look after everything else. Hope Sentamu Learning Trust presents opportunities and expectations that promote success.

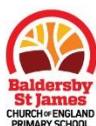
As a Trust, we want every young person to experience great teaching, so we place the highest value on developing colleagues at all levels.

By working together we can ensure:

- all children and young people have a school in which to thrive as learners, as individuals, as citizens and as spiritual beings
- all staff and all governors are nurtured
- all children develop spiritually as well as academically
- no school is left behind regardless of its context and challenges, whether these are around size, rurality or levels of deprivation
- that all governance is highly effective in supporting and challenging the local schools
- a better use of resources by collectively sharing central services
- a provision of effective teachers and support staff, sometimes working across schools in new and imaginative ways
- access to training, support and external validation from a team of highly experienced educational consultants who will also support, question and challenge
- a link to a Teaching School to train the next generation of teachers and to support and develop others
- access to national resources such as capital grants through the EFA and other funding only being made available to MATs

Good luck with your application and I look forward to hearing from you

Helen Winn  
Chief Executive Officer



Archbishop Sentamu Academy is one of six Hope Sentamu Learning Trust secondary schools. The academy has undergone a period of transformation and rapid improvement since joining the last OFsted and has this year celebrated the most successful results on record. This is an exciting time for the academy and will be an exciting opportunity for an ambitious educational professional to join the team. This is a great career opportunity, a chance to work in a close knit community but with extensive opportunities for professional development across the Trust as a whole.



Archbishop Sentamu is an 11-18 Church of England comprehensive school which serves a mixed, but heavily deprived catchment from East Hull. The academy is over-subscribed; it has a growing population of more than 1400 students who enter the school with attainment below national averages, but with an increasing number of high attainers and gifted and talented pupils. Our commitment to every child is absolute and we strive to meet the needs of all our pupils whether they are capable of achieving ten Grade 9's at GCSE or require the support of a full time teaching assistant or individual package of learning in order to reach their full potential.

Our distinctively Christian vision is that everyone will be able 'to lead the best life possible', now and in the future. It is underpinned by the words of Jesus in John 10:10 which says, "I have come that you may have life in all its fullness." Our vision is lived out through our academy values of Respect, Community, Courage and Wisdom. This leads to an ethos where we expect each individual to be their very best by accepting personal responsibility and always striving to do better. Each member of our community is respectfully treated to have the courage to push themselves to be inspiring future citizens and have the good wisdom to ensure they seek the support they need to do this. These expectations extend far



beyond learning. We expect the highest standards of behaviour, creating an environment where students feel safe, sanctions are applied fairly and positive contributions are recognised and rewarded.

### Job Details

All posts at Archbishop Sentamu Academy involve at all times seeking to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Principal as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application and I look forward to hearing from you!

Helen Dowds  
**Executive Principal**



|   |  |                        |  |
|---|--|------------------------|--|
| <b>Job Title</b>  |  | <b>Job Category</b>    |  |
| <b>Grade &amp; Salary Range</b>   |  | <b>Hours of Work</b>   |  |
| <b>Location</b>   |  | <b>Travel Required</b> |  |
| <b>Position Type</b>  |  | <b>Line Manager</b>    |  |
| <b>Date Posted</b>  |  | <b>Posting Expires</b> |  |
| <b>Interviews to be held</b>  |  | <b>Start Date</b>      |  |
| <b>Application Process</b>  |  |                        |  |
| <p>Please complete the online application form to apply for this role. All candidates are advised to refer to the job description and person specification before making an application. You should use the information supplied with in the Job Description &amp; Person Specification to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. Your application may be viewed in regard to some or all of the skill specific areas over the course of the selection process. Applications via agencies will not be considered.</p> |  |                        |  |
| <b>Job Details</b>  |  |                        |  |
| <p>Hope Sentamu Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The successful candidate will be subject to an enhanced DBS check, medical clearance, satisfactory references and eligibility to work in the UK checks.</p>  |  |                        |  |
| <b>School / Academy Contact</b>   |  |                        |  |
| <p>For any queries regarding the role, please contact the school directly or alternatively you can contact the Recruitment Team via <a href="mailto:recruitment@hslt.academy">recruitment@hslt.academy</a></p>  |  |                        |  |

**Job Description**

|   |   |
|---|---|
| <b>Job Title</b>                                | Exam Invigilator - Hull   |
| <b>Grade</b>                                    | Grade 1   |
| <b>Responsible To</b>                           | Exams Officer / Exams & Data/Information Manager / Headteacher / Principal  |
| <b>Staff Manage</b>                             | None  |
| <b>Job Family</b>                               | Examinations  |
| <b>Job Purpose</b>                              | To provide invigilation for examinations undertaken at the Academy. The exam invigilator is responsible for distributing exam materials to candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the Exams Office at the end of the allocated time.   |
| <b>Job Context</b>                              | All schools are required to run examinations and tests in accordance with an examination board's rules and regulations and this role contributes to ensuring that pupils are aware of and comply with these rules, dealing with issues as they arise.   |
| <b>Accountabilities / Main Responsibilities</b> |   |
| <b>Operational Issues</b>                       | <ul style="list-style-type: none"> <li>• To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials.</li> <li>• To adhere to the Academy's policies and procedures.</li> <li>• To be familiar with the instructions contained in the Invigilators Handbook</li> <li>• Ensuring the examination room is prepared and allowing candidates into the room</li> <li>• Maintaining the security of examination materials at all times.</li> <li>• To help to distribute examination materials</li> <li>• To help ensure the candidates are informed of examination regulations prior to the examination commencing.</li> <li>• Dealing with candidates who have arrived to take the exam but who are not on the register list. (This must be reported to the Exams Officer immediately).</li> <li>• To ensure all candidates are correctly identified.</li> <li>• Ensure that candidates have the correct papers.</li> <li>• Ensuring attendance registers are completed and given back to the Exams Officer.</li> <li>• Ensuring that candidates who arrive late to an exam are dealt with quickly and according to regulations.</li> <li>• Distribute additional equipment as required.</li> <li>• Dealing with candidate queries during exams.</li> <li>• Supervising the exam according to the relevant time and meeting any additional conditions.</li> <li>• Ensuring exam conditions are maintained whilst dismissing candidates from their exam.</li> <li>• Any other duties as can be reasonably expected and as seen fit by the exams officer/senior staff</li> </ul> |
| <b>Communications</b>                           | <ul style="list-style-type: none"> <li>• To report/communicate any problems/incidents/emergencies to the examinations officer.</li> <li>• Notify candidates of the start and finish times of the examination</li> </ul>   |
| <b>Resource Management</b>                      | <ul style="list-style-type: none"> <li>• Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures</li> <li>• Distribute additional paper and equipment as required</li> <li>• Ensuring scripts are collected, collated as per instructions and delivered to the exams officer (Scripts must NEVER be left unattended).</li> </ul>  |
| <b>Safeguarding</b>                             | <ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>  |

|                                |   |
|--------------------------------|---|
| <b>Systems and Information</b> | <ul style="list-style-type: none"> <li>• Ensure the candidate attendance and absence records are completed accurately</li> </ul>  |
| <b>Planning and Organising</b> | <ul style="list-style-type: none"> <li>• Ensure the accurate timing of the examination</li> </ul>   |
| <b>Data Protection</b>         | <ul style="list-style-type: none"> <li>• To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>  |
| <b>Health and Safety</b>       | <ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>  |
| <b>Equalities</b>              | <ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>   |
| <b>Flexibility</b>             | <ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>• Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>• Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>   |
| <b>Customer Service</b>        | <ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul> |

**Person Specification**

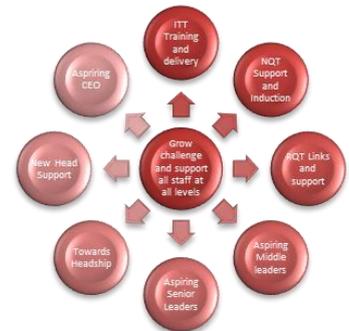
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| <b>Job Title</b>           | Exam Invigilator   |   |
| <b>Grade</b>               | Grade 1  |   |
| <b>Responsible To</b>      | Exams Officer / Exams & Data/Information Manager / Headteacher / Principal   |   |
| <b>Staff Manage</b>        | None   |   |
| <b>Job Family</b>          | Examinations   |   |
|                            | <b>Essential</b>   | <b>Desirable</b> (if not attained, development may be provided for successful candidate)  |
| <b>Knowledge</b>           |  |   |
|                            | <ul style="list-style-type: none"> <li>• Basic understanding of exam rules and procedures</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of examination board rules and regulations</li> <li>• An understanding of examination processes</li> <li>• Knowledge of school behavioural policies</li> </ul> |
| <b>Experience</b>          |  |   |
|                            |  | <ul style="list-style-type: none"> <li>• Experience of working in a school setting</li> <li>• Experience of invigilating examinations/tests</li> </ul>  |
| <b>Occupational Skills</b> |  |   |
|                            | <ul style="list-style-type: none"> <li>• Good interpersonal and communication skills</li> <li>• Accuracy and attention to detail</li> <li>• Flexible</li> <li>• Reliable and punctual</li> <li>• Ability to work calmly under pressure</li> <li>• Ability to make decisions quickly</li> <li>• Observational skills</li> </ul> |   |
| <b>Qualifications</b>      |  |   |
|                            | <ul style="list-style-type: none"> <li>• Good general standard of education</li> <li>• Good literacy and numeracy skills</li> </ul>  | <ul style="list-style-type: none"> <li>• Appropriate first aid training (<i>dependant on the school's needs</i>)</li> </ul>   |
| <b>Other Requirements</b>  |  |   |
|                            | <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> </ul>   |   |

## Benefits of working at Hope Sentamu Learning Trust

### Continuing Professional Development (CPD)

Hope Sentamu Learning Trust is committed to the professional development of all staff and is supported by the Education Team at the Diocese of York. This provides the opportunity for further CPD, networks and training to share best practice, as a member of a wider partnership of 125 diocesan schools and multi-academy trusts, across eight local authorities. We also have a bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues.

From ECT through to CEO, the Trust links with the Ebor Hope Teaching Schools Alliance, to provide high-quality, relevant training for all staff at all levels, pushing challenging, supporting and nurturing, enabling all members of the team to succeed, develop and aspire to the next challenge.



### Pension Scheme

As an employee of the Trust you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Hope Sentamu Learning Trust also pays into the scheme on your behalf. For more information please visit: [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) [www.nypf.org.uk](http://www.nypf.org.uk)

### Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and Hope Sentamu Learning Trust pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be. For more information visit [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)



### Our Family

Our schools are places where young people can grow and excel and where colleagues strive to generate a culture of excellence and are innovative and collaborative.

As a Trust, we believe that by growing together as a family, belonging to a community with common goals and ambitions for its young people and having a central understanding that we should all put others needs before our own, we will succeed.