



ARNOLD LODGE

4-18 yrs Co-educational Independent Day School





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School Mission:

**To develop the
happiness,
confidence and skills of
each pupil so they can
be successful in their
aspirations.**



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An introduction to Arnold Lodge

Located in the heart of Royal Leamington Spa, Arnold Lodge is a 4-18 Independent School in Warwickshire, which places the happiness of children at the heart of our curriculum. We believe that it is only when children are happy can they grow in confidence and become aspirational learners. We believe that every child deserves the right to succeed in education whether they are aspiring for grade 9s or pushing to do the best they can. We deliver an outstanding education for the pupils in our care whether this is providing the highest levels of welfare, nurture and support or the academic quality of our GCSE results year-on-year. Our GCSE & A Level results are exceptional with significant value added for pupils. In this way, we focus on the progress of every child and have significant impact on the academic outcomes for pupils as reflected in our TES Independent School Awards 2020 shortlisting for Senior School of the year.

It is our aim to ensure that every pupil feels safe, happy and confident in school while developing the skills they need to be successful in the modern world. Alongside this, we set out to value every pupil for their strengths (and through our pastoral sessions help our pupils to know their own strengths) and support each pupil to make the most progress they can academically and socially. This will look different from pupil to pupil but the bottom line is the same; each child will fulfil their own potential, whatever that may be.

Arnold Lodge's Ethos

- Every child in school should feel happy, safe and confident
- Every child should have the opportunity to develop and be valued for their individual strengths
- Every child should make the most academic and emotional progress they can in a supportive and positive environment
- Every child should develop the skills they need to be successful in the future

We believe that children are worth more than a limited entrance examination and it is for this reason we select on a child's potential and the value we can add – not on tapered academic assessments. Every child who joins Arnold Lodge deserves the right to feel happy, safe and confident in school and to be able to make the most progress they can.

Though we are an academically selective school, academic study at Arnold Lodge is not about pressure, percentages and statistics; it's about the individual pupil and helping them to attain the very highest that they can. School is about so much more than classroom teaching. Our approach continues in English and sport where pupils are encouraged to take part, gain experiences and to enjoy being active, creative and on the stage. Some of our pupils are outstanding artists or mathematicians and these skills are valued highly at Arnold Lodge. All of our pupils are encouraged to develop their leadership skills; from joining our Pupil Voice and Pupil Council, taking part in Duke of Edinburgh right the way to being selected Head Prefect, there are opportunities throughout the school for children to grow in confidence and find new interests and passions.

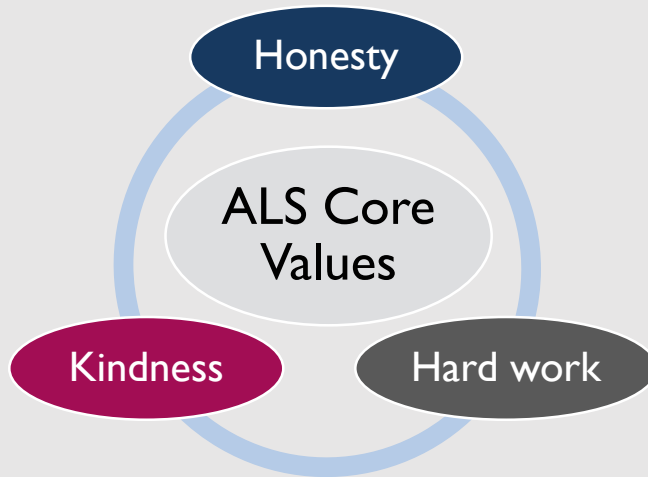




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Arnold Lodge's Core Values



Arnold Lodge's Core Values of Honesty, Kindness and Hard Work support the school mission and ethos to create a wonderful school environment. These values apply to every member of the school community – adults should aspire to these as much as the children should. We are, after all, role models for the children. This seemingly simple

triumvirate creates a powerful recipe for success in teaching, learning and the work place.

Our core values are central to the house system in school with each house representing a core value. Pupils, on entry to Arnold Lodge, take a short questionnaire to ascertain which of the core values is most akin to their personality and each member of staff will do the same (as well as also having the chance to earn points towards house competitions as well!).

For us, a child should not be judged by the things out of their control. A pupil doesn't decide to be the quickest runner nor do they decide to be the most talented mathematician. While we're proud of the exceptional achievements of the pupils at Arnold Lodge, we believe that we should value most the *choice* that a child makes to be hard working, the *choice* to be honest and the *choice* to be kind because it's only from these choices that success and achievements grow.

In this way, we expect exceptional things from all children because *every child* can choose to be honest, can choose to be hard working and can choose to be kind. By valuing the choices of pupils first and building an attitude to learning and an approach to school based on honesty, hard work and kindness, we can have high expectations for every pupil and for all to be successful in their aspirations.

VERITAS



Live the school values; don't just talk about them

Embrace, don't resent, other opinions

Be honest with yourself first

Do the right thing at the right time

AMICUS



Forgive mistakes; we all make them

Respect everyone and their contribution

Smile. Help others smile, too

Be grateful for the kindness of others

DEDICAS



Always give your best

Be ready to put in the work that isn't seen

Inspire others by aspiring to be your best

Only expect from others what you are willing to put in





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Job Description – Exam Invigilator

Job Title Exam Invigilator

We are looking to recruit invigilators to oversee and supervise examinations and ensure that the rules set by JCQ and the examination boards are strictly followed. You will be available to work as required during the summer exam period from 8th May to the 25th June. Both morning and afternoon sessions will be required.

Summary of the Role

Line Manager Exams and Cover Manager

Liaising with Exams and Cover manager, Teachers, Head Teacher

Key responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body and ensure candidates obey these regulations
- To play a key role in upholding the integrity of the examination
- To maintain security and confidentiality
- Securely transport exam papers to the venue
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the exams officer

Main roles

- To ensure all candidates receive the correct examination question papers
- To be aware of any specific needs (such as coloured paper or extra time) that candidates may have during an examination
- To start and lead the examination
- To record attendance on the official examination registers and inform key staff of any absences
- To record details of late arrivals and allow them the full time to complete the examination
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure exam conditions are maintained whilst candidates are in the examination room
- Keep an unobtrusive yet watchful presence over the exam, by moving quietly around the room

Safeguarding

- To record any incidents that happen in the exam room incident log
 - Escort candidates between venues during the examination as required
 - To supervise clash candidates between exam sessions
 - Know how to deal with emergencies in examination conditions, including evacuation routes from the building
 - Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures that are in place.
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| Additional Duties | <ul style="list-style-type: none">• General administrative functions as and when required• To perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Head teacher• Exam related administrative tasks• To attend meetings, training, refresher or review sessions as required• Perform any other reasonable tasks asked |
|-------------------|--|

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.



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Person Specification – Exam Invigilator

The successful candidate is likely to be able to demonstrate a high number of the following:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSEs at A*-C with English and Mathematics 	<ul style="list-style-type: none"> Experience of working within a school Knowledge of data protection
Experience	<ul style="list-style-type: none"> Past experience following set procedures and instructions 	<ul style="list-style-type: none"> Previous experience of invigilating exams Previous experience of working with confidential data and paperwork and maintaining security of the information.
Skills	<ul style="list-style-type: none"> Good organisational skills Effective punctual skills Confident in speaking to large groups Ability to work well in a team Accuracy and attention to detail 	<ul style="list-style-type: none"> Knowledge and understanding of examination process and regulations.
Personal	<ul style="list-style-type: none"> A 'can do' and helpful attitude Flexible approach to work tasks and timings Ability to work under pressure and to tight deadlines Flexible approach to work tasks and timings 	<ul style="list-style-type: none"> Confident in challenging behavior which is not in accordance to what is expected of the student in an exam

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Conditions of Appointment

Hours of Appointment

This is a part time position of 3-30 hours a week.

Notice Period

The period of notice will be one week on either party.

Statutory Checks

An offer of employment is conditional on the following:

- A completed ALS Application form
- Completion of a Suitability to work with Children Criminal Records Self Declaration form
- An online social media profile check
- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of your original Birth Certificate
- Sight of the original of your marriage certificate (if applicable)
- Sight of original Certificates of all qualifications listed on the application form
- A satisfactory enhanced DBS criminal record check
- A separate Children's Barred List Check
- A Section 128 Prohibition from Management Check (if applicable)
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps in employment)
- Check of references
- Overseas checks (where applicable)

How to Apply

Applications should be addressed to Yasmin Lavery. Our application form can be found on the Vacancies page of our website.

In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason. You can view our Privacy Notice on our website www.arnoldlodge.com.

All candidates invited to interview must bring with them:

Education / Professional qualifications

- All original qualification certificates as listed on your application form.

Proof of current address

- Utility bill or financial statement showing your current name and address, dated within the last three months.

Proof of ID and Right to Work in the UK

- Current UK passport showing you are a British Citizen.
- Full birth or adoption certificate issued in the UK, dated within 12 months of birth.
- A certificate of registration or naturalisation as a British Citizen.
- A current Immigration Status Document issued by the Home Office or a passport endorsed to show you are exempt from immigration control and allowed to stay in definitely in the UK and/or have the right of abode in the UK with no limit on your length of stay.
- An official document giving your permanent National Insurance Number.

And, where possible:

- Your current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.

At least one of the above documents must be photographic proof of identification.

Arnold Lodge is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a disqualification from childcare disclaimer (ALS is 4-18) before any appointment is confirmed.







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