



**2024/2025**

# **APPLICANT INFORMATION PACK**



# Letter from Headteacher

Dear applicant,

Thank you for your interest in applying for a position at Hodge Hill Girls' School.

Found in the heart of the Hodge Hill community, the school is committed to approximately 750 pupils.

Having strong community values; we know, and care for each pupil as individuals.

Hodge Hill Girls' School is a comprehensive, 11-16, secondary school located in the heart of the Hodge Hill community. We pride ourselves with having a committed, supportive, and talented staff body. This works in conjunction with a dynamic and encouraging Governing Body, who constitute a broad range of experience and interest.

We strive to meet the needs of each member of our school community, celebrating diversity and always striving for equality in our school family and the wider world. Our ethos encourages mutual respect and support to enable every pupil to make the greatest personal, social and academic progress during their time with us, preparing them for successful careers and fulfilling lives.

Hodge Hill Girls' School was inspected by Ofsted in March 2022 and received a 'Good' rating. Despite the challenges of the pandemic faced by staff, pupils, parents, and governors, Hodge Hill Girls' School has maintained its effective standard of being 'good' educators to the next generation. The report refers to how 'pupils value the education they receive at Hodge Hill Girls' School', with the firm stance that we are 'educating tomorrow's women today'.

- *"Staff promote pupils' personal development exceptionally well. Staff help pupils to develop positive characteristics and to have high aspirations. Careers education is very effective, and pupils are well prepared for life in modern Britain."*
- *"Leaders and the majority of staff have high expectations of pupils. Teachers help pupils to develop their knowledge and understanding through the many opportunities available to them. The school is 'educating tomorrow's women today'."*
- *"Pupils value the education they receive at Hodge Hill Girls' School. They appreciate how their experiences prepare them for future learning and adult life. They clearly understand the purpose of their education."*

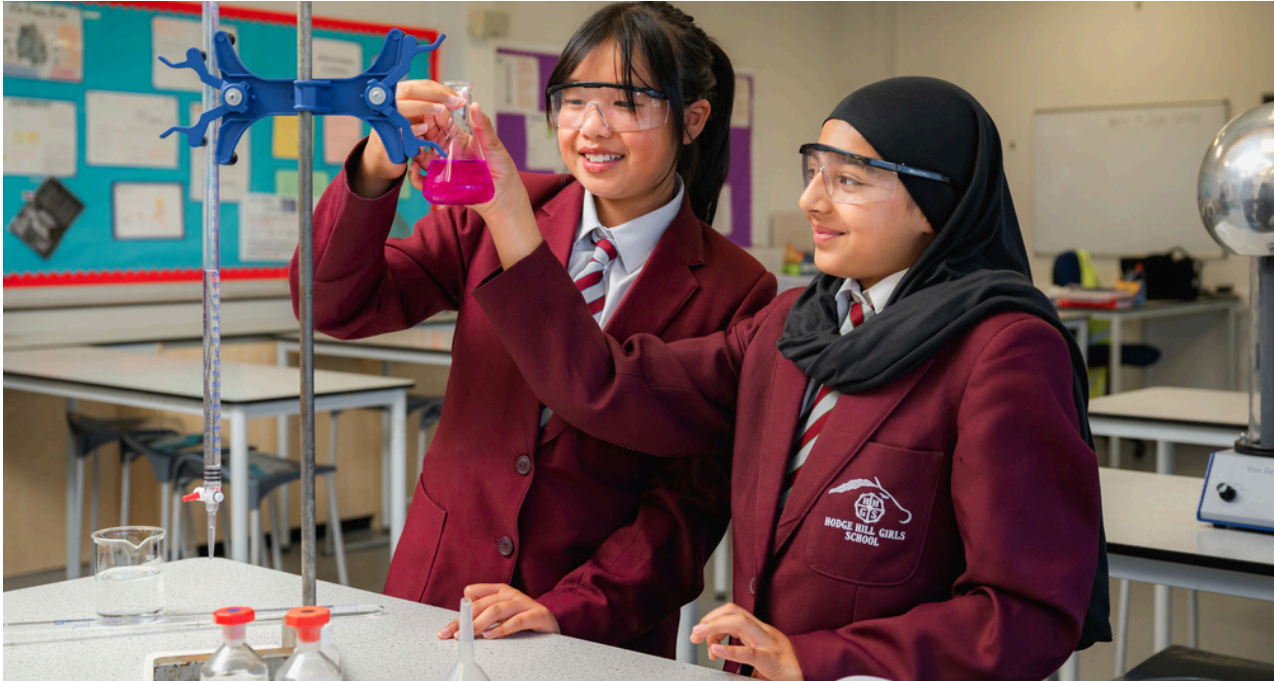
We take satisfaction in providing the best care possible to each student. We work with feeder schools on establishing SEND provisions for those in need of extra support, with a team of teaching assistants trained and informed to support wider pupil needs.

Please feel welcome to arrange a visit to sense the community feel the school has created for pupils and staff.

**Mrs S Adu**  
**Headteacher**



# Our Mission



## 'EDUCATING TOMORROW'S WOMEN TODAY'

As a small school, we know and care for every child. We genuinely value and strive to enhance working partnerships with our families and our local community, knowing that in those partnerships lies our greatest strength and best hope of raising the achievement and aspirations of all our children to ensure that we really are "educating tomorrow's women today". Our aim is to ensure that the students at our school are all well-rounded individuals, not just academically but also strong in character, confidence and embrace British values.

Our aim is pupils, families, staff and governors working together in partnership to help every pupil make expected progress, to help many pupils make better than expected progress and to help some pupils to make exceptional progress by:

- Ensuring pupils attend for a minimum of 96%.
- Rewarding personal endeavours and community commitment.
- Helping pupils overcome challenges in their work and behaviour.
- Supporting physical health and emotional resilience.
- Developing teaching and curriculum for high quality learning.
- Developing the site, building and resources for best value learning.



# PRIDE Values



## Partnerships

We value each member of our school community, and work in partnership to achieve the best outcomes.



## Respect

We demonstrate respect for ourselves and others through our words and actions, we extend this respect to our environment.



## Inspiration

We are inspired to make positive contributions to both ourselves and the wider community in our daily lives. Additionally, we actively seek to challenge ourselves and achieve our highest potential.



## Determination

We display determination and resilience, persisting even in challenging circumstances. We embrace risks and rise to challenges with resolve.



## Excellence

We pursue excellence by upholding high standards in all aspects of what we do. Our actions, words, attire, and outcomes reflect our professional approach.

# Success and Opportunities



We are determined to bring success and opportunities as we go the extra mile for our pupils. Using our school values as a guide, we have many opportunities which will help your child develop resilience, independence and the personal qualities, skills and attributes needed for a successful life beyond Hodge Hill Girls' School.

There are so many wonderful opportunities for pupils to develop their skills, character and personal qualities. Alongside learning within and beyond the classroom through enrichment opportunities many girls become School Council Representatives/House Leaders/House Captains, Librarians, Peer Mentors, Sports Leaders, and UNICEF Ambassadors.

## CAREERS

Hodge Hill Girls' School is recognised by the Careers Mark Standard for excellent career related learning. Our intention is that pupils leave their secondary school experience with a careers education which has helped to; raise aspirations, provide skills to achieve full potential, and to provide the opportunity to experience different career pathways.

The school has a specified careers curriculum programme in place which delivers employability and work-related learning skills, this covers all pupils from Years 7-11. This is in addition to the many careers linked activities which take place throughout the academic year.

It is our goal that our pupils leave with the knowledge to make informed choices about their future.

# Why Work Here?



As an employee of Hodge Hill Girls' School, you will be joining a friendly, personable team of staff. We provide staff with all the tools necessary for success. This includes the use of a school laptop, a well-equipped staff room, and bi-weekly briefings to remain up to date with all necessary key dates and news across the year. We encourage development of staff through a yearly appraisal system and personal development targets, as well as CPD opportunities within and outside of our school.

The school is ever-improving with new facilities, ensuring that pupils have the best educational experience during their time with us. We house fantastic facilities for different subject departments, and a wider school body. This includes two spacious gymnasiums for PE lessons and sports events, a drama studio, IT suites, modern design technology spaces fit for pupil learning and practical lessons, and vibrant outdoor spaces for pupils to relax and enjoy time with friends.

More recently, we have renovated our school library to house a sophisticated, bright, pupil-friendly environment. Not only can this space be used as a library but the interactive boards and computers make use of an additional teaching space within the library!

At Hodge Hill Girls' School we believe that pupils should be given a varied range of opportunities to develop and practise leadership skills in preparation for life beyond school. Many student leadership activities will focus on supporting the quality of teaching and learning in the classroom whilst also reinforcing the school's ethos to create a climate for great learning, success and opportunity. Through trying new things, finding solutions and embracing responsibility our leaders ensure the voice of the students are heard.



# How to Apply?

All applications must be made through the school website under Vacancies, or the Birmingham City Council vacancies website.

Please note we do not accept CV's; applications will only be considered if received on a Birmingham City Council application form.

Application packs are available from: <https://www.hrforschools.org.uk/directory/4/current-vacancies> or from our school website.

Candidates shortlisted for interviews will be required to bring to the interview: proof of ID, qualifications and their right to work in the UK. The post is subject to the agreed terms and conditions which will be laid out in the letter of appointment and individual contract.

Hodge Hill Girls' School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any specific requirements.

*Hodge Hill Girls' School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. Any person offered a position of appointment will be required to complete an enhanced DBS disclosure check.*

*For informal enquiries or to arrange a pre-application visit please contact Natasha Panton, HR Assistant via email: [HR@hodgehgs.bham.sch.uk](mailto:HR@hodgehgs.bham.sch.uk)*



# HODGE HILL GIRLS' SCHOOL

*"Educating tomorrow's women today"*

**Bromford Road, Hodge Hill, B36 8EY**

**Telephone: 0121 464 3094**

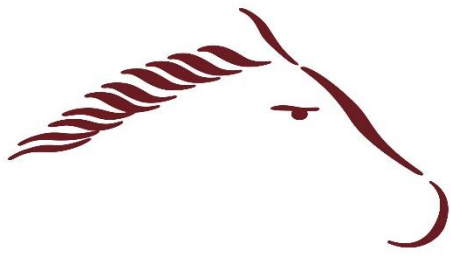
**Email: [enquiry@hodgehgs.bham.sch.uk](mailto:enquiry@hodgehgs.bham.sch.uk)**

**[www.hodgehgs.bham.sch.uk](http://www.hodgehgs.bham.sch.uk)**



**[hodgehillgirls](#)**





# HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

## JOB DESCRIPTION

**NAME:**

**POST:** Lead Invigilator

Casual Contract

By negotiation and agreement during the following peak times but not limited to

November - Internal Examinations

January - External Examinations

February - Internal & External Examinations

May - External Examinations

June - External Examinations

August - Results Day

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**GRADE:** 3

**PAY RANGE:** Spinal Point 9

**SALARY:** £12.02 per hour

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**JOB PURPOSE:**

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Hodge Hill Girls' School regulations and instructions

To have a key role in upholding the integrity the integrity and security of the examination/assessment process

Setup the Boxes for each exam room

Create/update folders for each room

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**DUTIES AND RESPONSIBILITIES:**

**General requirements**

**Before Exams**

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams

- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- **Read JCQ Instruction at the start of the exam**
- Deal with candidate questions
- Start exams

#### **During Exams**

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any disruption or irregularities
- Complete attendance registers
- Deal with candidate queries according to the regulations

#### **After Exams**

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Pack and securely return all exam scripts and exam materials to the exams officer or return to the Exams/Data Office - it is your responsibility to make sure all scripts are returned accordingly
- **Lead and setup for the next exam. Making sure all resources are added accordingly**

#### **Other tasks**

- Undertake training, update and review sessions as required
- prior to invigilating any exam in a new academic year)
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
  -

#### **Lead Invigilator duties - This list will be updated regularly in line with the school needs**

- Setup the Boxes for each exam room
- Create/update folders for each room
- Setting up the exam's rooms, putting posters, clocks, information on the wall. Taking all the posters down and putting them away at the end of the exam
- Responsibility of taking the completed register to Attendance Office within 10 minutes of the exam starting or ensuring another Invigilator takes the register down to the Attendance Office
- Read JCQ Instruction at the start of the exam
- Checking JCQ instructions and amend the fire evacuation instructions for their examination room

- Lead and setup for the next exam. Making sure all resources are added accordingly
- Invigilator Allocation checking
- Checking exam papers
- Second Pair of Eyes form
- Seating Plan Displays (Year 11 form room Corridor)
- Checking/creating packs for Certificates. Helping with certificate distribution
- Printing, photocopying, supporting the Examinations Officer with any additional exam support
- GLS Assessments
- Checking Handbooks for students/staff/invigilators

**In the absence of the Exams Officer to support the Cover person with examinations process.**

#### **GENERAL: Support Staff**

**Please note all individuals should**

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To be aware of and comply with policies and procedures relating to child protection, health and

**Supervising Officer's Job Title:** Examinations Officer

#### **LEVEL OF SUPERVISION**

- Regularly supervised with work checked by supervisor.
- Left to work within established guidelines subject to scrutiny by the Examinations Officer.
- ~~Plan own work to ensure the meeting of defined objectives.~~

**This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work at.**

**The Job Description may be subject to review and / or amendment at any time to reflect the needs of the school. These amendments will be made in consultation with the existing post holder and will be commensurate with the grade of the role.**

#### **6. REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

**Job Description issued following consultation by**

.....  
**Signature of Headteacher**

.....  
**Signature of Post Holder**

**Date.....**



# PERSON SPECIFICATION

By negotiation and agreement during the following peak times but not limited to  
 November - Internal Examinations  
 January - External Examinations  
 February - Internal & External Examinations  
 May - External Examinations  
 June - External Examinations  
 August - Results Day

**NAME:**

**POST:** Lead Invigilator

**GRADE:** Grade 3

| CRITERIA                                | ESSENTIAL   | DESIRABLE  | EVIDENCE  |
|---|---|--|---|
| <b>Qualifications</b>                   |   | A* - C in GCSE English or Mathematics or equivalent. | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Certification</li> </ul> |
| <b>Experience</b>                       | Have basic IT skills (familiar with use of email, mobile phone messaging etc.)<br><br>Able to use a walkie talkie   | Experience of working as an examination assistant.   | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Test</li> </ul>          |
| <b>Knowledge, Skills and Attributes</b> | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b> .<br><br>Be reliable, flexible and readily available during main exam periods.<br><br>Be confident and a reassuring presence to candidates in exam rooms.<br><br>Be able to give instructions and manage situations involving different groups of people. |  | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Test</li> </ul>          |

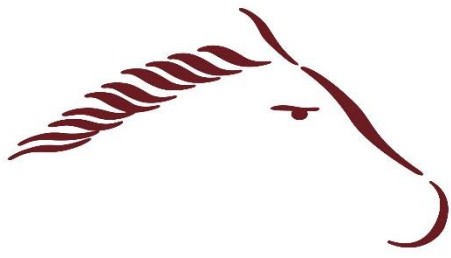
|                 |   |  |  |
|-----------------|---|--|--|
|                 | <p>Able to work to deadlines.</p> <p>Have effective communication and good interpersonal skills.</p> <p>Work well as part of a team.</p>                  |  |  |
| <b>TRAINING</b> | Willing to undertake job related training.  |  |  |
| <b>Other</b>    | <p>Commitment to equal.</p> <p>A desire to do something worthwhile for young people, to understand their needs and gain insights into how they think.</p> |  | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul> |

Compiled by: \_\_\_\_\_ DATE: \_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_ DATE: \_\_\_\_\_

**Hodge Hill Girls' School is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.**

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY.**



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|                 |   |  |  |
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|                 | <p>during main exam periods</p> <p>Be confident and a reassuring presence to candidates in exam rooms</p> <p>Be able to give instructions and manage situations involving different groups of people</p> <p>Able to work to deadlines.</p> <p>Have effective communication and good interpersonal skills</p> <p>Work well as part of a team</p> <p>people</p> |  |  |
| <b>Training</b> | Willing to undertake job related training   |  | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul> |
| <b>OTHER</b>    | A desire to do something worthwhile for young people, to understand their needs and gain insights into how they think.  |  |  |

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