



**EWELL CASTLE
SCHOOL**

Candidate Information Pack

Exam Invigilator

Zero Hour Contract



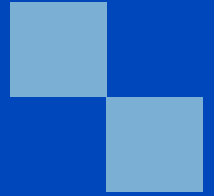
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Welcome From The Principal



Ewell Castle School is an award winning happy and successful co-educational independent HMC (The Heads' Conference) day school on the Surrey/London borders near Epsom, easily accessible by public transport. We are a mixed-ability through school that offers children aged 4 to 18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme. Our Sixth Formers go on to Russell Group universities, degree apprenticeships and colleges in the USA to study medicine, law, veterinary science, maths, engineering, computing, business, economics and a host of other courses. We care about the holistic needs of the individual child, and this is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

As a private school nestled in a historical conservation area, Ewell Castle oozes charm and character in a green and beautiful enclave. There is widespread affection for the School's family ethos and we are utterly loyal to our girls and boys, dedicated to inspiring their best performance achievement, whether in: academic success, sporting excellence or exceptional performing arts. The School's reputation for an ambitious, forward-thinking and progressive education for each pupil is well founded, as is our enviable reputation for pastoral care, creating a rounded and grounded experience for all.

Warm regards,

Silas Edmonds MA, NPQH, FRSA
Principal



School History



Established in 1926 by Proprietor and Principal, Herbert Rosslyn Budgell on the Castle site, the main building is housed in a castellated mansion which was built in 1814 in the Gothic revival style by Henry Kitchen. Originally a boys school, the Chessington Lodge site was acquired in 1953 and became Ewell Castle Junior School. In the 1980s Glyn House (the former parsonage on Church Street) was acquired as the site for the new co-ed Junior School for pupils in Years 3-6.

During the 2010s, the Junior School rebranded as Ewell Castle Prep School, the Sixth Form became co-ed in 2013 and the Senior School became co-ed in 2015 .

In September 2022 a new Sixth Form and administrative hub opened on Ewell Village High Street, increasing the number of classrooms available to an ever expanding Sixth Form in addition to Sixth Form classes at Chessington Lodge and at the Castle.

September 2024 saw the completion of the transfer of EYFS (Early Years Foundation Stage - Nursery to Year 2) from Chessington Lodge up to a single consolidated site at Glyn House on Church Street.

The School is now spread across four sites within the heart of the Ewell Village conservation area.



School Profile

A member of HMC (The Heads' Conference), The Society of Heads and IAPS, Ewell Castle is a mixed-ability through school that offers children 4-18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme and delivering excellent learning support and pastoral care.

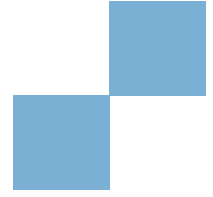
Proud of its reputation for outstanding pastoral care and specialist learning support provision, it cares about the holistic needs of the individual child. This is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

Somewhat of a 'hidden gem', nestled in a historical conservation area, Ewell Castle is a medium sized independent school that oozes charm and character in a green and beautiful enclave.

The school is committed to academic high performance, building resilience, equity, diversity and inclusion as well as empowering its girls and promoting positive masculinity. Ewell Castle School delivers a progressive 21st century education by providing a forward-thinking, inclusive, accessible and contemporary mixed ability co-educational independent education.

'Ewell Castle is an unpretentious school that taps into the best in children. It's academically rigorous, without being hothousey.' Muddy Stilettos

Vision, Mission Ethos And Values



Vision

Our vision is to:

- **INSPIRE**
- **ENGAGE**
- **EXCEL**

To deliver a progressive 21st century education

Mission



We will inspire our pupils to thrive, engaging them to excel in a creative and academic environment. We will instil a growth mind-set to develop; confidence, contentment and emotional intelligence.

Ethos



We are a vibrant learning community, inspiring every child to thrive:

- Discovering strengths
- Deepening intellectual curiosity
- Cultivating wellbeing

Values



We live by our Shared Values:

- Personal Integrity
- Mutual Respect
- Social Responsibility
- Lifelong Resilience



Details

Shifts - By negotiation and agreement during September, November, January, April, May and June. There may be additional ad hoc days throughout the year.

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates... Invigilators have a key role in upholding the integrity of the external examination and assessment process.^[1]

Reference the Joint Council for Qualifications (JCQ) [Instructions for conducting examinations \(ICE\) section 12](#)

Main Responsibilities:

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ewell Castle regulations and requirements.

Before examinations

- 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 examination conditions
- Give full attention to conducting the examinations properly
- 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
- Deal with candidate questions according to the regulations
- Start exams

During examinations

- Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty
- Be vigilant and remain aware of incidents or emerging situations
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations
- After examinations
- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room



Main Duties

- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - Centre supervision of examination timetable clash candidates between examination 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'
 - Printing and ad hoc admin tasks as required

General Requirements:

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to:
 - Declare whether they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them
 - Confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements relating to the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- Be reliable, flexible and readily available during main examination periods
- Have effective communication skills and good interpersonal skills
- Work well as part of a team
- Be confident and a reassuring presence to candidates in examination rooms
- Be able to give instructions and manage situations involving different groups of people
- Have basic IT skills (familiar with use of email, mobile phone messaging, etc.)
- Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Why Join Us?

Staff Benefits



01

Fee Discount

Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)



02

Lunches, Drinks & Cycle to Work

Lunches are provided during term time free of charge and complimentary hot drinks are available throughout the day. We also offer a cycle to work scheme.



03

Pension Scheme

The School offers a generous contributory pension scheme.



04

Interest Free Loans

Interest free loans are available for the purchase of computers through the School.



05

CPD Opportunities

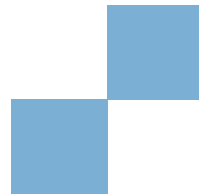
CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

Further information about the School is available on our website: www.ewellcastle.co.uk

Ewell Castle School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Staff recruitment is also subject to the School's Equal Opportunities' policy and monitoring procedure.

Application And Selection Process



How To Apply

- 01** Complete and submit the online application form, providing personal information, contact details, and professional history.
- 02** Include a letter stating your suitability for the post, including examples of your experience as required in the person specification
- 03** We will contact you shortly after the closing date if not sooner to advise whether your application has been shortlisted for interview.

Selection Process



Step 1
Application
Evaluation

■ We will evaluate relevant applications against the requirements of each particular role.



Step 2
Interview

■ Shortlisted candidates will be invited for interview and are required to bring with them original certificates and documents as requested by the HR Department.



Step 3
Interview
Assesments

■ Shortlisted candidates will also be asked to complete a number of assessments, appropriate to the role they are applying for.



Step 4
Selection and
Outcome
Notification

■ Interviewed applicants will be contacted and notified of the outcome of their application.

Staff Testimonials



School Administrator

'I joined Ewell Castle in September as part time Reception Administrator. It was a role that enabled me to get to know many students and members of staff over the years. No two days were ever the same and there were very few dull moments! I then transferred to the Principal's Office, which enables me to support the School in a different way, with opportunities to develop and grow. The camaraderie among the staff is great and the School is always a hive of activity.'



Teacher

Flexible working benefits many staff at Ewell Castle, Teachers and Operational Staff. Working three days a week has helped me balance my work life and my family commitments. I enjoy the choice offered me so that I can have control over my working patterns, which offers me peace of mind and better mental health.

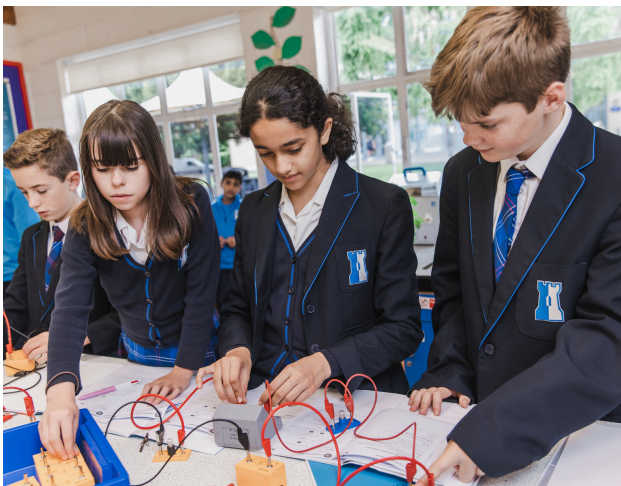


Assistant Head

I joined Ewell Castle in December 2020 as a part-time Geography teacher and soon became Head of Department, working with a wonderful team of like-minded Geographers. I took on the additional responsibility of House Coordinator, organising House events and enjoying the competitive camaraderie of House Competitions among students and staff! I am now the Assistant Head:Teaching & Learning. The supportive coaching approach and opportunities for my own professional development have been pivotal in ensuring I am well-equipped for the role. Alongside this, I have a personal passion for sustainability and have loved working with students and staff to create a more sustainable and globally aware school community

One School

Four Sites Within the ❤️ of Ewell Village



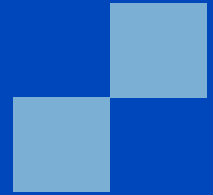
Located within the ❤️ of Ewell Village

- The Castle (Senior School & Sixth Form)
- Fitzalan House (Sixth Form)
- Glyn House (Prep School)
- Chessington Lodge (Sixth Form)

- High-standard classrooms and learning spaces equipped with state-of-the-art technology.
- Well-equipped science laboratories for experiments and research.
- Computer labs with high-speed internet access and the latest software.
- Art studio and Design Technology workshop for visual and performing arts activities.
- Music Pavilion with recording studio and individual music teaching and learning pods
- Sports fields, 3 floodlit clay tennis courts, and sports hall.
- Music rooms with musical instruments and recording equipment.
- Prep School has large playing field, playground with netball courts and outdoor games.
- Onsite Forest School at the Prep School.
- Dining hall and Sixth Form Cafeteria.



EWELL CASTLE
SCHOOL



Where children thrive within a
progressive 21st century
education

Independent Co-Educational Day School 4-18 years

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