



A University Technical College

Specialising in:

Science, Technology, Engineering
and Maths

Casual Examination

Invigilator

INFORMATION PACK



“UTC Portsmouth will create an environment of engineering educational excellence and innovation such that the UTC Portsmouth students of today will aspire to be the talented engineers, technicians and researchers of tomorrow.”



Working for UTC Portsmouth

Thank you for taking an interest in working at UTC Portsmouth. We are a college specialising in STEM education (with electrical & mechanical engineering and advanced manufacturing as our specialisms) for 14-19 year olds and we formally opened for learning in September 2017. This is an exciting opportunity for young people in the area and UTC Portsmouth is specifically designed to function as a place of learning where college leavers are well-equipped to provide employers and universities with the very specific skills they seek. We are heavily oversubscribed with Year 10 and Year 12 admissions

Please look at our website and prospectus as they should give you a good idea of the sort of college we are. Our ethos is a simple one. Young people will acquire the very specific technical skills needed for the world of work and higher education. But, just as importantly, they will gain the necessary life and social skills in order to be happy, ambitious, independent and successful when they leave college. Our brand new purpose-built college is a stimulating, calm, ordered and adult learning environment that invites all students to push themselves. The college is a close and supportive community with excellent relationships between all staff and students. We are fortunate in that the parents of our students are supportive and understand our purpose and values.

I am adding to a critical team of staff. It is this team that will define the UTC Portsmouth 'way' for other staff to follow in the subsequent years. Therefore, I am only seeking excellent individuals who can enjoy working in an environment for 14-19 year olds students. You must be a highly organised team player, have a good sense of humour and be able to take initiative easily. You will need to be resilient, versatile and autonomous.

Ciaran O'Dowda
UTC Portsmouth

What makes us different?

UTC Portsmouth presents a new and very different opportunity in the area for teachers and students alike. Our aim is to create the interface of the work, school and college environments. Our students will have made a conscious decision to choose the UTC over their existing school or other FE options. They will be passionate about science, technology, engineering and maths (STEM) and motivated towards preparing themselves for careers in these fields. They will have been attracted by the opportunity to work with a wide range of committed employer partners and alongside like-minded students, both through their academic studies and through a range of employer-led projects. They will expect to be taught by excellent teachers, they will want to learn and want to succeed, after all, their potential employer could be there, in the UTC, ready to offer them their first post in an engineering career.

Leading and teaching in UTC Portsmouth will be challenging, growing a new school/college makes that inevitable. But, it will be highly rewarding as many of our teachers have already found, you have the opportunity to shape the UTC as it develops and more importantly shape the futures of many young people.

A few key facts about the UTC

- UTC Portsmouth is a University Technical College, of 49 across England, with more in the pipeline.
- Of 1955 UTC leavers (post 16) in 2017, 97% went into training, employment or higher education
- Located in a brand new, purpose built facility with highly-specced equipment, designed to support technical learning.
- When full, it will have 600 students aged 14-19.
- Our year 10 and 12 applications are both heavily oversubscribed.
- Students study a blend of academic and vocational courses.
- Employers and the University of Portsmouth contribute significantly to our students' education through projects and other enrichment activities.
- UTC Portsmouth is in Hilsea, close to excellent travel links, the vibrant city of Portsmouth and surrounded by engineering employers.

Living and Working in Portsmouth and the Surrounding Area

The City of Portsmouth and the surrounding area offers a diverse range of accommodation and housing options including small town, village and countryside settings. Portsmouth has excellent transport links by road, rail and ferry, with the school only a 10 minute drive from the city and situated in close proximity to the M27/A27/A3(M). Excellent Rail connections link to London and Southampton as well as south east and south west coastal routes; ferries to France, Spain, the Channel Islands and the Isle of Wight; international airports in Southampton and Bournemouth and the only scheduled hovercraft service in Europe between Portsmouth and the Isle of Wight.

Portsmouth is the UK's only island city and has extensive waterfront areas enabling residents to enjoy lots of water based activities on the Solent. There are pebble and shingle beaches stretching for over 4 miles with two piers and an abundance of attractions including the D-Day Museum, The Blue Reef Aquarium and Southsea Castle. The city is also famous for its historic Dockyard where HMS Victory, HMS Warrior and the Mary Rose are situated.

A recent addition to the city is the magnificent Team HQ of Sir Ben Ainslie's sailing team and it was the proud host to the America's Cup in 2015 and 2016.

What do students learn at UTC Portsmouth?

Our students have applied to come to the UTC, in the knowledge that the primary focus is on STEM subjects and in particular engineering, but is supplemented with other core curriculum subjects, PHSE and sport.

The offer at KS4 is:

Core GCSEs:

English (literature and language)
Maths
Physics*
Chemistry*
Biology*

Optional GCSEs (2 to be taken)

Computer science
Geography
Statistics
Design & Technology**

Core vocational qualifications (OCR Cambridge National)

Principles in Engineering and Engineering Business
Engineering Manufacturing

** Students will start doing separate sciences. At the end of year 10, reviews will be conducted to see if some students may benefit from transferring to the double award.*

*** Due to changes in the national qualifications, this is under review and may be replaced with a third vocational qualification.*

KS5: In the sixth form, the focus continues to be on engineering but a choice of three pathways allows our students to prepare themselves for the more appropriate destination for them, which may be university, an apprenticeship or direct employment. The three pathways are:

Technical

A Level 3 Engineering Diploma (OCR Technical) with modules selected to create pathways in mechanical engineering, electrical engineering and advanced manufacturing.

Combined

A Level 3 Engineering Certificate (OCR Technical) alongside maths A-level and another A-level selected from list below.

A Level

A-Levels in maths and a choice of 2/3 from the following list:

Physics*	Biology	Further maths
Chemistry	Geography	
English	Computer science	

* Given the engineering focus of the UTC, this is strongly encouraged as the second A-level

Enrichment

All students will complete AutoCAD, Microsoft Office Specialist and Leadership training as well as engineering projects/competitions. Other enrichment activities, in the UTC core day will be offered and will be facilitated through a mixture of teaching staff, our partners and outsourcing. These may include a CCF, DoE, sports, drama and music clubs, Formula 1 in schools, QinetiQ powerboat challenge, Royal Navy Engineers challenge, and RYA qualifications.

JOB DESCRIPTION

Role: Casual Exam Invigilators

Grade: UTC S1 (currently £8.41 per hour)

Working hours: As required to coincide with college examination periods, which includes traditional summer term months (May/June) for external examinations and autumn/spring for internal 'mock' examinations and external resits.

Location: UTC Portsmouth

Reports to: Exams Officer / Director of Operations

Main duties:

To support the Lead Invigilator/ Examinations Team with the day-to-day operation of examination venues. This may include (but is not limited to):

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- offering advice and guidance to unregistered candidates without allocated seats; ensuring that candidates do not talk once inside the examination venue;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- checking attendance during examinations; recording details early leavers and collecting their scripts;
- escorting candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- assisting with the preparation of script envelopes;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

Other duties:

- To assist the Examinations Team with other examination processes, such as (but not limited to): packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- preparation of seating plans;
- delivering scripts to departmental and school offices.



HOW TO APPLY

To apply, please forward an application form together with your personal statement and a letter of application. Your supporting statement should outline how you satisfy the experience elements of the person specification. For candidates invited to interview, these responses will be explored further together with the other elements of the person specification.

Your application should include full contact details (address, daytime, home and mobile telephone numbers and email address) and details of two referees. For each referee please provide names, position, organisation, telephone numbers and email addresses. One of these must be your current /most recent employer.

Please send your completed application by e-mail to vacancies@utcportsmouth.org. All applications will be acknowledged.

This post will remain open until successfully filled so please apply as soon as possible.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS check will be required prior to any offer of employment.

Data Protection

You should be aware that the information you have provided will be stored on UTC Portsmouth's recruitment database and will only be used to process your application. It will not be passed to any other organisations with the exception of those involved in the selection process for this post.

Should you have any queries or would like a confidential conversation, then please contact our HR team at vacancies@utcportsmouth.org or on 02393 120 200.



www.utcportsmouth.org

