



**Lea Valley**  
**ACADEMY**  
aspiration · innovation · respect

## Exam Invigilator

**Starting salary Scale 3  
(point 5-6)**

**Casual/Part-Time**

**Start: Spring Term 2026**



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**Headteacher: Stephen Kinson**





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# CEO's Welcome

EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and, the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

**E**xcellence in all we do

**D**eveloping a shared understanding of teaching and learning by sharing strengths and best practice

**A**mbitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

**C**reative in our approach to achieving the best for the children

**T**rusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

Dr Susan Tranter Chief Executive



# Headteacher's Welcome

It is my pleasure to welcome you to Lea Valley Academy, where we are dedicated to providing a dynamic and supportive learning environment that fosters academic excellence, personal growth, and social responsibility. Our school ethos is rooted in mutual respect, inclusivity, and collaboration, creating a safe and welcoming atmosphere for all.

All members of our community are guided by the core values of our Academy: Aspiration, Innovation, and Respect. These principles are central to everything we do at Lea Valley Academy.

We believe every student possesses unique strengths and talents. Our dedicated team is passionate about nurturing these qualities, encouraging curiosity, and inspiring a lifelong love of learning. We offer a curriculum that is both challenging and engaging, designed to prepare our students for future opportunities.

Lea Valley Academy is more than just a place of learning; it is a diverse and vibrant community where students feel respected. We emphasise the importance of strong relationships among students, staff, and parents, striving to create a safe and inclusive atmosphere where everyone can thrive.

Ensuring the well-being of our community members is at the forefront of our work. Our efforts to support students' well-being have been recognized by both Ofsted and the local authority as models of good practice. Additionally, we have adopted an innovative approach to staff well-being, resulting in staff surveys indicating that teachers at Lea Valley Academy are significantly happier at work compared to the national average. I believe that happy staff lead to happy students.

We are proud of our state-of-the-art facilities, which provide an ideal setting for academic, athletic, and artistic creativity. From our well-equipped classrooms to our modern sports and performing arts spaces, we are committed to offering the best possible resources to support our students' education.

Lea Valley Academy is also dedicated to the holistic development of our students. We offer a wide range of extracurricular activities, clubs, and programs that encourage students to explore their interests, develop new skills, and contribute to their community. We believe that education extends beyond the classroom, and we strive to cultivate well-rounded individuals who are prepared to make a positive impact in the world.

As Headteacher, I am immensely proud of our school community and the achievements of our students. I invite you to explore our website to learn more about the exciting opportunities at Lea Valley Academy and discover what makes it a special place to learn and grow.

**Stephen Kinson - Headteacher**

# Job Description

## **Exam Invigilator**

Lea Valley Academy are pleased to present an excellent opportunity for an Exam Invigilator, on a part time basis. The role will be to oversee students while they conduct their examinations, ensuring all JCQ regulations are met, and internal procedures are followed.

Full training will be provided however the ideal candidate will be highly organised with good attention to detail. Due to the nature of exams, the ideal candidate must be able to commit for the whole examination season, please see below dates.

## **Season Dates**

**Internal Mock Exams: 2<sup>nd</sup> March 2026 – 13<sup>th</sup> March 2026**

**Summer Exam Series: 7<sup>th</sup> May 2026 – 26<sup>th</sup> June 2026**

## **Exam Invigilator Key Responsibilities:**

Ensuring that School policies and procedures are followed closely throughout the examination process.

Monitoring and observing the students vigilantly.

Assisting with setting up the examination room.

Distributing exam papers.

Checking attendance throughout the exam.

Guiding students to their seat and following seating plan.

Supervising students leaving the examination room, ensuring they leave in a quiet manner.

Dealing with queries raised by the students.

Collecting exam papers at the end of the exam.

Being aware of the ways in which foul play can take place.

## **Exam Invigilator Key Skills:**

Excellent communication skills.

Ability to follow instructions.

Demonstrate attention to detail.

Extremely patient and able to stay vigilant throughout an exam period

Organised and excellent time management skills.

Invigilation or experience working in an education setting experience desirable but not essential.

For an informal conversation about the role, please call the school to arrange to speak with our Exams Officer. Applications are welcome via [lvarecruitment@edact.org.uk](mailto:lvarecruitment@edact.org.uk) on the school application form.

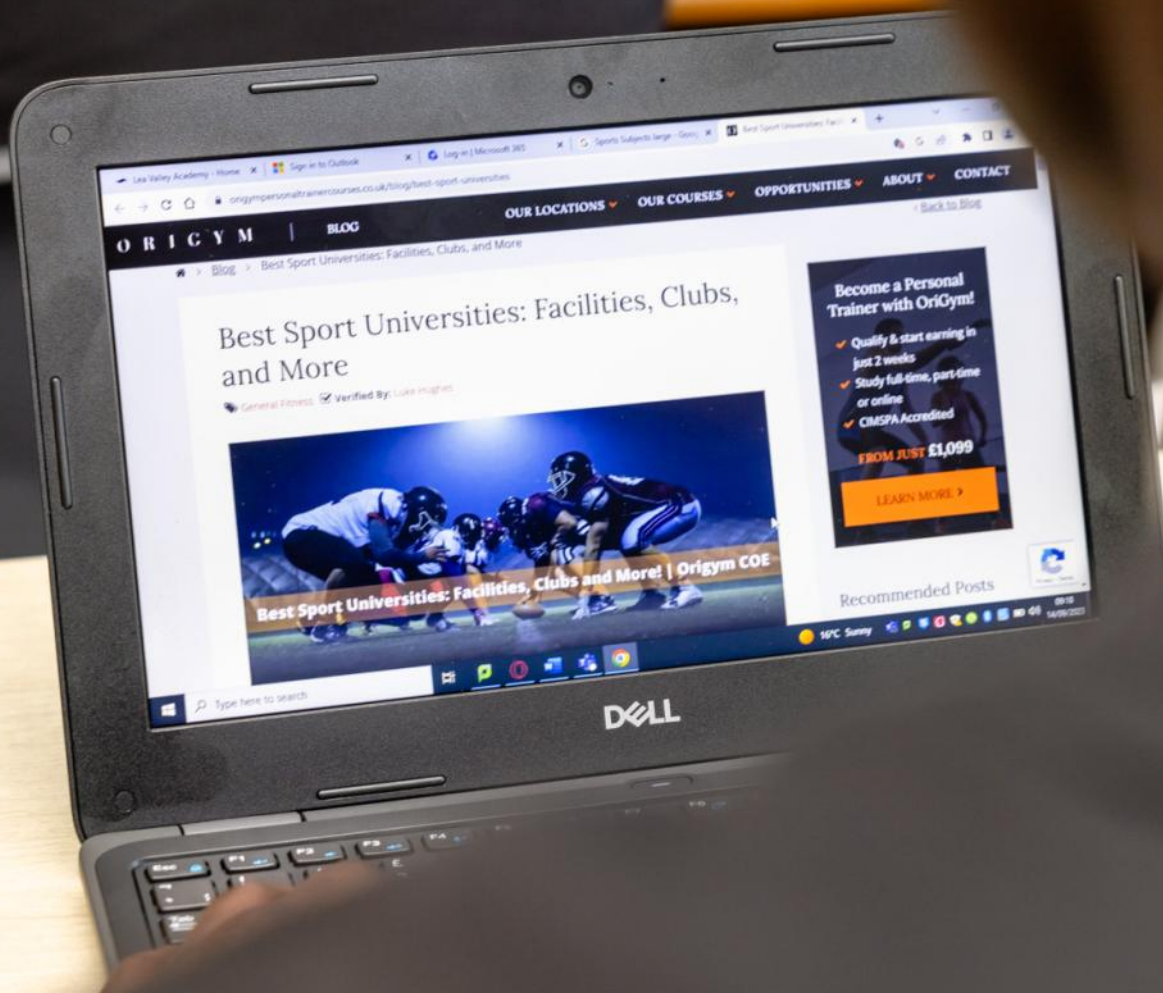
Applications will be processed as received. If you do not hear back from us this will mean your application has not been successful on this occasion.

# Vision and Values

The vision at Lea Valley Academy is to create an inspiring learning environment that encourages high expectations and where every student can reach their potential, strive for success and embrace limitless opportunities.

The key for us is to open new horizons and share possibilities to enable each young person to create their individual life journey. This is made possible by the entire school community living by our set of core values of **Aspiration**, **Innovation** and **Respect**.

Together, we aspire to develop an atmosphere where all our students are valued and supported as individuals, enabling them to grow into independent and confident learners.



# Staff Testimonial #1

In 2017, I commenced my Teach First training placement at Lea Valley Academy, driven by a belief that all young people deserve access to a high-quality education and a brighter future.

Throughout my time here, I have relished the opportunity to develop my practice by learning from experienced colleagues, while also being entrusted with leadership roles. As an ECT, I was given responsibility for a reading strategy and enjoyed leading a small team to implement weekly reading lessons for KS3 students. Following the success of this initiative, I was appointed Head of English and now take great pride in leading a team of passionate, driven teachers, collaborating on a shared vision to improve life chances for our learners.

What I love most about LVA is its diversity, which allows us all to learn from one another. The inclusivity and celebration of each individual's uniqueness truly make LVA a special place to be.

I feel fortunate to continue growing here, with plans to start my NPQSL in the spring term, as I remain committed to helping our young people succeed.



# Staff Testimonial #2

Having been at LVA since 2005 I have had a number of roles which have enabled me to work in both pastoral and curriculum pathways. I have seen over the years the tremendous energy and enthusiasm the staff possess which has transferred to positive outcomes for students.

Whilst at LVA I have also had the opportunity to be a LVA parent as my own child attended the school and stayed on at 6<sup>th</sup> form and like many others left having achieved their desired grades.

I have personally stayed at LVA as we have a strong community, and it has been a pleasure coming into work everyday.

As it is coming to nearly 20 years as a staff member, I look forward to continuing and making a positive contribution.



# Staff Testimonial #3

I only started at LVA recently and whilst it can be, like any school, at times challenging it's also rewarding. I have quickly built bonds with staff outside my department, taken on a club responsibility and look forward to seeing my progression here.

The school prioritises teacher wellbeing at the highest levels, we have an amazing timetable. Professional development is necessary and informed. Inset time is given to both development and preparation appropriately and these small things just make it much easier to have work life balance.

Being a teacher will never be an easy job, but I am proud to be a teacher at Lea Valley Academy



# Staff Testimonial # 4

I started working at LVA in March 2024 and it has been a great journey so far. Lea Valley Academy provides a dynamic and diverse working environment empowering the next generation to achieve their very best.

I work in the office as an SLT/SENCO Administrator, and I can confidently say that no two days are the same. I have thoroughly enjoyed working with an amazing team, the staff are very lovely and supportive, and they really care about each other and the students!

I love that staff well-being is recognised, and I love that students are supported and nurtured. I look forward to continuing to learn in this challenging yet rewarding and vibrant environment. It has been an absolute pleasure being part of the Lea Valley community and I hope to progress within the school in the near future.



# Benefits of working at WA

- ☒ Friday early finish for teaching staff
- ☒ Two week Autumn Half Term
- ☒ Directed time allocated for marking and moderating mock exams and assessments
- ☒ All teachers have their own classroom.
- ☒ Calendar designed to spread workload (whole school and department level)
- ☒ Some staff have a blanking code so they can come in later or leave earlier
- ☒ Access to BUPA services
- ☒ In-school counsellor available.
- ☒ Line Management meetings (wellbeing is first item on agenda)
- ☒ Every staff member has their own laptop
- ☒ Cycle to work scheme
- ☒ Staff induction programme, including support throughout the year
- ☒ Plenty of on-site car parking
- ☒ On site gym
- ☒ Range of extra-curricular activities for staff and students
- ☒ Well-resourced library, PE faculty and IT department
- ☒ Fully staffed Reprographics department
- ☒ Faculty bases to encourage collaborative working



