



Exam Invigilator

All Saints Academy, Plymouth

Recruitment Pack



Location

All Saints Academy is located in Honicknowle, towards the West of Plymouth and just off the A38. It is 10 minutes away from Cornwall, 20 minutes from Dartmoor and a close drive to the South Hams' beaches. Plymouth has a great trainline, good public transport and great home ownership opportunities.



Key Details

Job Title:	Exam Invigilator
Job Type:	Casual
Location:	All Saints Academy
Grade:	B
Hourly Rate:	£12.45 per hour, plus holiday pay
Required From:	March 2025 - pending recruitment checks

This job advert may close early if sufficient applications are received. Please apply for this job as soon as you can, if you are interested.



How to apply

Please visit our job search portal on the Trust website.

For further information, please email: vacancies@asap.org.uk



All Saints Academy

Our mission is to deliver transformational education and provide experiences that enable the entire community to flourish.

Welcome to All Saints Academy, Plymouth

This is an exciting time to be part of All Saints Academy, Plymouth. Recently, we have secured the school's first ever Ofsted 'Good' judgement, attracted record numbers of primary applications, and continue to improve our results year on year. We have also been recognised as having one of the highest staff satisfaction levels across our Trust.

Our school is part of the Ted Wragg Trust, an ambitious and inclusive Trust of schools whose mission is to transform lives and strengthen our communities to make the world a better place. As an employee, you will get to enjoy all the benefits of working in a smaller school, whilst also benefitting from the experience and resourcing of a much larger network.

The academy values – Love, Legacy, Bravery – align fully with the Trust's commitment to ensure all pupils thrive regardless of social-economic background. We ask all our staff to be committed to the idea of social justice and help make All Saints a beacon for education across the South West and Beyond.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.

Our values ensure that all of our students are developed during their time here at the academy, academically, socially, morally and spiritually.

All Saints Academy is part of the Ted Wragg Multi Academy Trust, a values driven, rapidly growing 2 – 18 Trust with a relentless focus on transforming lives through learning by delivering outstanding outcomes for every student, regardless of background. Our priority is to ensure that our pupils, regardless of social-economical background can learn, thrive and be successful. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our students.

I am very proud to be Headteacher of All Saints Academy, Plymouth which is a very special place to work. I am looking for an exceptional person for this post and as you read through this information pack, if you wish to find out more, please get in touch. Thank you for taking the time to consider this post and if it is right for you, I look forward to receiving your application.

Scott Simpson-Horne
Headteacher



If you share our commitment to social justice and believe all children deserve an excellent education, we would love to hear from you.



Job Description



Job Title:	Exam Invigilator
Location:	All Saints Academy
Responsible To:	Data, Assessment and Personal Development Manager
Grade:	B
Salary FTE:	£12.45 per hour, plus holiday pay
Job Type	Casual
Required From:	March 2024 - pending recruitment checks

Key Purpose of Job

To be a member of the invigilation team ensuring the correct running and supervision of the academy examinations in accordance with the relevant awarding body guidance. To provide Reader and Scribe support to students in accessing their examinations.

Key Responsibilities of the Post Support for Pupils

1. Prompt arrival and collection of examination materials prior to exams from Examinations Office.
2. Setting out of examination rooms according to relevant awarding body guidelines
3. Ensuring that students enter the examination room in the appropriate manner.
4. Ensuring students are informed of the examination procedures before the exam begins, making sure that all bags and mobile phones are stored away from the student.
5. Checking students are in their correct seats and have valid identification with them.
6. Explaining the relevant Awarding Bodies' rules, reading out any warnings and/or notices to the students.
7. Opening the question papers and handing them out to each student before the exam starts.
8. Informing the students of the start and finish time of the exam and that they are now subject to the various exam regulations.
9. Accurately completing the attendance register and seating plan showing who is present and absent at the start of the examinations.

10. Ensuring that during the examination all the regulations are complied with, making sure that there are no unauthorised late entrants or early leavers to the exam room.
11. Giving time checks during the examination, at the correct times.
12. Remaining vigilant during the examination and report any misconduct to the examination's office. When necessary warn students if their behaviour is inappropriate
13. Supervising students during examinations in a quiet and unobtrusive manner.
14. Responding to candidates' queries in accordance with exam regulations.
15. Concluding the examination at the end of the allotted time by informing students that they must now stop writing.
16. Ensuring that all answer and question papers are collected at the end of the examination with care being taken to make sure that all scripts are collected and sorted into order according to the attendance register.
17. Making sure that at the end of the examination when all examination materials have been collected that they are never left unattended and are safely delivered to the Examinations Officer.
18. Using mobile phone to communicate with the examination's office during examinations as necessary whilst ensuring it is switched off when not in use.
19. Under the management and guidance of the Exams Officer provide reader and/or scribe support to students during examinations or controlled assessments for pupils with access arrangements in accordance with the Joint Council for Qualifications (JCQ) Regulations.
20. Providing Reader support to entitled students during exams which requires, in a clear speaking voice, reading aloud exam questions verbatim, when asked, and reading aloud a student's written answer, when asked.
21. Providing writing support to entitled students during exams using clear and accurate handwriting or typing, including writing or typing exam answers verbatim as required. Also supporting students during exams with graphs, tables and charts as required.
22. Participating in exams, reader and scribe training opportunities as required.

Support

Support for the Academy

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall co-operative ethos/work/aims of the academy.
3. Appreciate and support the role of other professionals.
4. Attend and participate in relevant meetings as required.
5. Participate in training and other learning activities and performance development as required.



Person Specification

Skills, Knowledge and Experience	Essential/Desirable
An understanding of the role of an examination invigilator.	E
Understanding of the issues related young people undertaking examinations	E
Previous experience of undertaking exam invigilation/reader/scribe duties	D
Previous experience of working in an education environment or with young people	D
Previous experience of working in an education environment or with young people.	D
Friendly and positive attitude in dealing with young people	E
Ability to work on own initiative as well as working co-operatively and as part of a team	E

Commitment to participate in development and training opportunities	E
Ability to be firm but fair at all times.	E
Ability to relate to students whilst maintaining appropriate authority.	E
Flexible and adaptable approach to work.	E
Reliable and punctual	E
Excellent interpersonal and communication (written & oral) skills.	E
Ability to work within academy policies and procedures with an awareness of equality	E
Ability to move freely around the academy site & patrol exam rooms	E
A supportive team member who shows kindness & respect to all students and staff despite age, gender, sexuality, race or creed	E
Highly motivated showing resilience and reliability	E
Has up to date knowledge of relevant legislation and guidance in relation to working with young people	E
Commitment to the protection and safeguarding of children and young people	E

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust
CEO, Moira Marder**

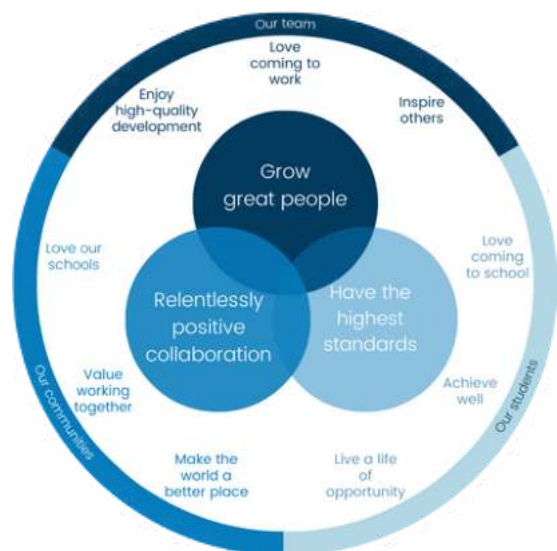


On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values

How we will succeed





Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.

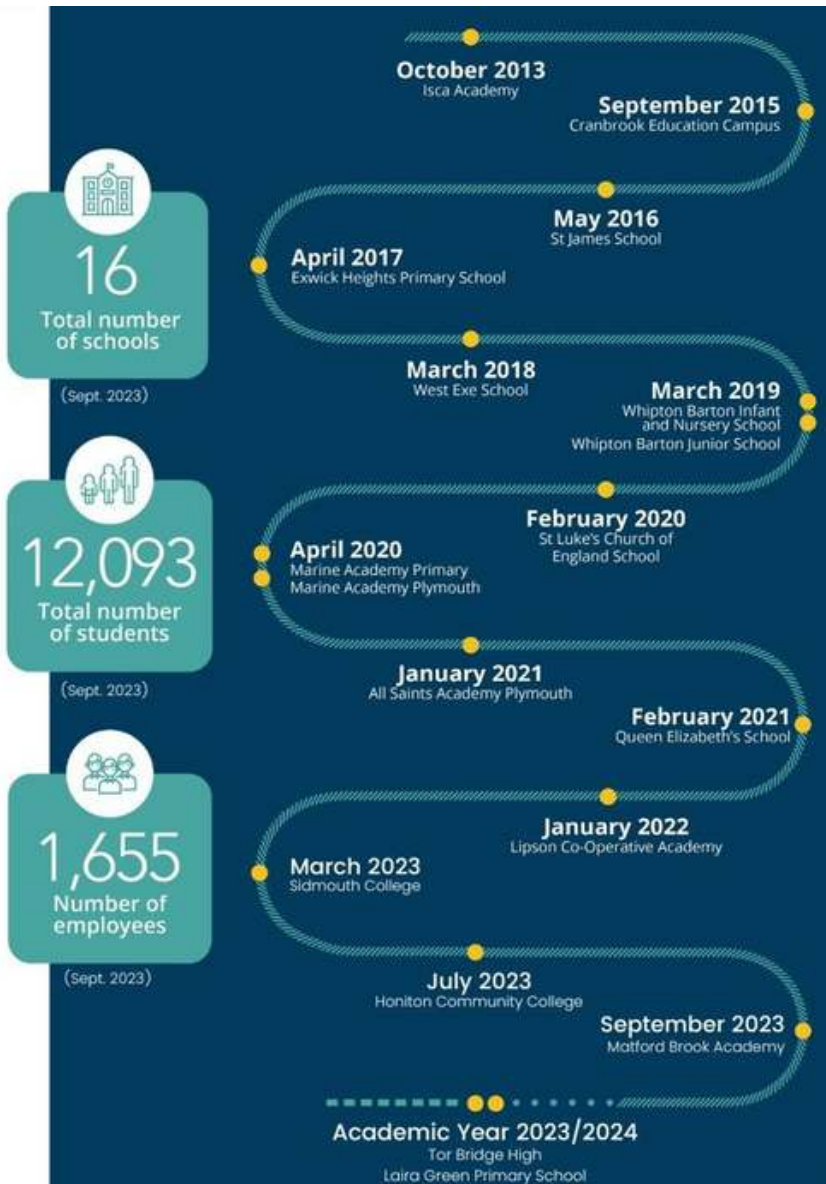


In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.



Colyton Grammar





Recruitment Pack

Thank you for your interest

vacancies@asap.org.uk

Tel: 01752 705131

www.tedwraggtrust.co.uk

