



# The St Lawrence Academy

Treasuring Everyone  
Transforming Community

## Exam Invigilator



A Partner School of



St Lawrence  
Academies Trust

Stronger Together



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# The St Lawrence Academy

The St Lawrence Academy is a thriving Church Academy that has successfully served its local community since opening in 2008 and provides children with fantastic opportunities for personal and spiritual growth. We are part of St Lawrence Academies Trust which is a new church based Multi-Academy Trust wanting to serve the young people and communities that our schools are set in. It is a mixed multi academy Trust with church and community schools from both the primary to the secondary phase.. Directors of St Lawrence Academies Trust and the Diocese of Lincoln are looking for an inspirational and talented person; one who can lead the academy towards achieving academic excellence for our students and enable them to fully flourish.

The St Lawrence is an-oversubscribed academy for 11-16 year old students of all abilities. Our PAN now stands at 165 per year.

We serve a diverse community in Scunthorpe, North Lincolnshire. We are an inclusive Academy striving to meet the needs of all our learners in our caring environment. Students from all backgrounds and faiths, regardless of ability, are welcome. We are sponsored by the Diocese of Lincoln and have a strong Christian ethos.

**We are looking for an ambitious and highly motivated individual to take on the role of:-**

## **Casual Exam Invigilators**

**£12.60 per hour +10.7% in lieu of holiday pay**

This is an opportunity to join a vibrant and successful team of individuals to invigilate internal and external examinations. The purpose of this role is to co-ordinate and invigilate students undertaking their examinations and uphold the integrity of the external examination /assessment process. There will be other associated activities that will be undertaken as part of your role which will be directed by the Lead Invigilator / Exams Officer. The hours are flexible to suit the individual.

### **The successful candidate will:**

- Assist with the preparation of the examination room, ensuring awarding body requirements are met
- Adhere to the JCQ instructions for conducting examinations
- Distribute exam papers and materials to candidates or prepare laptops for digital examination
- Deal with student queries in a diligent and appropriate manner
- Deal with emergencies or irregularities effectively including disruption, recording and reporting where appropriate
- Assist with the collection of scripts and examination stationery at the end of the exam.
- Conduct your role in line with the behaviour aligned with our values
- Ensure the maintenance of confidentiality and professionalism at all times.

### **An ideal candidate will:**

- Be reliable, flexible and readily available during main exam 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 exam rooms
- Be able to give instructions and manage situations involving different groups of people
- Have basic IT skills (familiar with the use of email, mobile phone messaging etc.).



## We can offer:

- An inclusive and inspirational church school environment within wonderful and vibrant new buildings
- Superb resources and facilities
- Supportive and engaged leadership team, with a track record of developing staff to middle and senior leadership
- Outstanding community of staff and local governing board who work as a strong team to best support our students.
- A broad 3 year Key Stage 3 curriculum and 2 year Key Stage 4 curriculum with a philosophy of valuing all subjects
- A bespoke programme of induction and professional development personalised to help develop individual staff\*
- A culture that prioritises students, their personal development and wellbeing, above everything else
- High standards and expectations of academic success and care, support and personal development of our students
- The flexibility to the hours of work to suit the individual

For further details about The St Lawrence Academy and St Lawrence Academies Trust and an application pack please see our website at [www.tsla.co.uk](http://www.tsla.co.uk)

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with students. Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies.

For an informal discussion about the role please contact Caroline Sephton, Examinations and Data Officer on 01724 842447 or email to [csephton@tsla.co.uk](mailto:csephton@tsla.co.uk)

To apply for this post please submit your application online

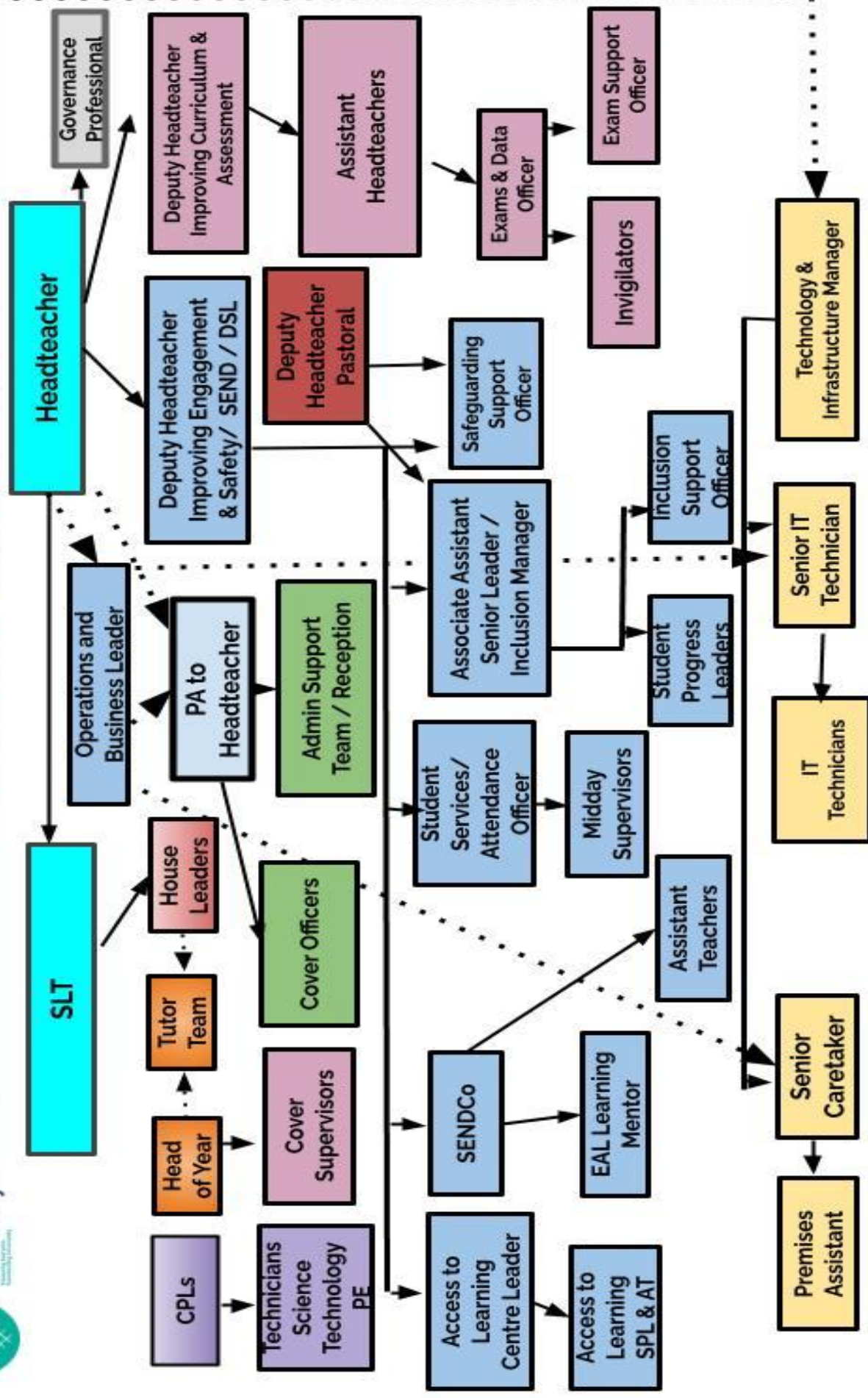
**Closing Date : Subject to a suitable number of applicants being recruited . Interviews as required**



# Treasuring Everyone, Transforming Community

GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH

## Associate Staffing Structure



# Welcome to ST LAWRENCE ACADEMIES TRUST

*Mike Adnitt, CEO St Lawrence Academies Trust*

Thank you for your interest in working at The St Lawrence Academy, which is a valued partner school within St Lawrence Academies Trust.

We believe that, like our schools, staff will be stronger by working together. Strong staff, with the "skill and the will" to put children first, make the biggest impact on the education and life chances of our students.

Our aim is to create a Trust and a family of schools that is new, exciting and different! One where leaders have the freedom and flexibility to be creative with their curriculum. One where staff are encouraged to be innovative and personalise the delivery of the curriculum, so it best meets the needs of children.

We want our children to become the leaders of the future. So, the personal, moral, cultural and spiritual development of our community is key to achieving success for our children and staff. By working together we draw strength for today and give bright hope for tomorrow for our families and our communities.

*"Strength for today, bright hope for tomorrow" (Great is Thy Faithfulness, hymn)*

We are a Church of England Multi Academy Trust, based in the Diocese of Lincoln. Our Trust embraces children and staff from both church schools and non-church schools, across both the primary and secondary age range.

It is a privilege to work as CEO of St Lawrence Academies Trust. Our aim is to nurture our pupils and allow them to flourish by helping them to find the things they enjoy and are good at. Christian values and the exploration and understanding of the Christian faith underpins our work.

Hopefully you are committed to working in our Trust, as you are one of the keys that will help to unlock the potential that lies within all our children.

 <p><b>St Lawrence Academies Trust</b> Stronger Together</p> <p><i>We pride ourselves on celebrating the uniqueness of each of our partner schools.</i></p>  <p><i>Schools are stronger when working together. Collaboration is at the heart of our offer.</i></p>	<p>Help to shape the future direction of the Trust.</p> <p>Be part of something new, exciting and different!</p> <p>Freedom to develop a curriculum that meets the needs of your children.</p> <p>Receive excellent Trust support for finance, budgeting and facilities services.</p> <p>Have opportunities to collaborate.</p> <p>Benefit from having school leaders freed up to focus on the education of pupils.</p> <p>Be supported by a Trust central team of experienced school leaders.</p>	<p>Community Integrity</p>  <p>Aspiration Hope</p> <div><p>Please contact our CEO, Mike Adnitt</p><p><a href="http://www.slatrust.co.uk">www.slatrust.co.uk</a></p><p>01724 747310</p></div> <p>Strength for Today, Bright Hope for Tomorrow</p>
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**The  
St Lawrence  
Academy**

## **Welcome Letter from the Headteacher**

Welcome to The St Lawrence Academy

Firstly many thanks for your interest in us as an educational institution and for considering us at this stage in your career. The fact that you are looking at what we are about and what we can offer is both humbling and also important to us all here at the Academy.

It is an incredibly exciting time to be joining The St Lawrence Academy. Our academy has placed the quality of education at the heart of all that we do since we opened our doors back in 2008. Whilst our outcomes continue to be strong, we focus on the holistic development and education of our students and are proud of their successes.

Our mission statement of "transformation for all" transcends to our students but also our wider body of staff as we seek to develop and guide people through our programmes of education, curriculum delivery but also through prioritising our staff development with a bespoke CPD session with additional time allocated for staff development on a Friday afternoon, where students finish early.

Our core values underpin our intent of creating an enriching and aspirational curriculum so that our young people can become successful learners, confident, well rounded individuals and also responsible citizens. Our building and facilities are something we continue to be very proud of with a significant amount of care and attention placed in ensuring our future plans and budgetary commitments match our ambition and intent.

The importance we place on our systems, digital platforms, technologies and staff access plus training continues to be a high priority to ensure that staff are fully resourced and comfortable but also that our students have the best access to learning resources that support, extend and challenge their learning journeys and outcomes.

We are more than happy to facilitate visits to the Academy and encourage you to come and see what The St Lawrence Academy is all about.

I look forward to hearing from you.

Michael McCluskie  
Headteacher



**GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH**



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## Welcome Letter from the Head Prefects

Moving into year 11 at The St Lawrence Academy, I am fully convinced that this is a place where both staff and students thrive. I trust that any new staff member will thoroughly enjoy being a part of our academy ethos, fostering academic excellence and personal growth, all within a supportive environment. The rich contents of our academy's culture is formed with not only our fundamental core values of **generosity, respect, justice, forgiveness and truth**, but also our diversity and the academy's undeniable commitment to nurturing the potential of every individual within its walls. For both new and experienced teachers, there are countless opportunities for professional development and staff collaboration, making our academy an enriching place to work. From a teacher's point of view, teaching and supporting the education of young people must be extremely fulfilling and rewarding.

Ruby Pollard:

I believe that as a student of The St Lawrence Academy the academy provides all students with the opportunity to thrive in life. There are so many opportunities for students to take to develop so many skills for the bright future. The academy is a place where so many students can succeed with the support from all staff in educational and personal matters. My time here has developed me as a person, this is a place where maturity is fostered within all students. I enjoy fulfilling my leadership roles such as Deputy Head Prefect and many more due to the amount of areas for achievement. I hope to go on to study law in my future and the academy has prepared me for this. The options provided by the school encourage many different career paths in which all students can succeed in life.

Anoushay Shahzad



# GREAT





**Post:** Examinations Invigilator

**Responsible to:** Lead Invigilator / Examinations Officer

**Core Purpose:**

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding bodies and The St Lawrence Academy Invigilators Handbook instructions.
- To play a key role in upholding the integrity of the examination/assessment process.
- To prepare and manage the examinations environment and provide the best opportunities for all students to perform well.
- To support the Lead Invigilator / Examinations Officer with the day-to-day operation of examination venues.

**Main Responsibilities**

**Before exams:**

- Report to and be briefed by the Lead Invigilator / Exams Officer prior to each exam session
- Keep confidential exam papers and materials secure before, during and after exams
- Assist with setting-up examination venues by laying out stationery and equipment in accordance with strict procedures
- Distribute the correct question papers and exam materials to candidates
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Identify and instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

**During exams:**

- Supervise and observe candidates at all times and be vigilant throughout exams
- Invigilate during exams, dealing with candidate queries and any irregularities in accordance with strict procedures
- Check attendance during examinations and complete attendance registers
- Deal with candidate questions according to regulations
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- To escort candidates from venues during the exams as required, and supervising candidates whilst outside exam venues.

**After exams:**

- Instruct candidates in finishing their exams
- Collect and collate exam scripts and exam materials in accordance with strict procedures
- Dismiss and supervise candidates leaving the exam room, ensuring that candidates do not remove equipment or stationery from the venue without authorisation
- Ensure that candidates leave exam venues in an orderly and quiet manner
- Check candidates' names on scripts match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer



### **Other tasks:**

- Undertake training, update and review sessions as required
- Undertake relevant online invigilator training and assessment for that academic year (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'

### **Knowledge, Skill and Experience Required:**

- An ability to remain quiet during the whole examination process.
- An ability to deal with disruptive candidates with the minimal of disruption to others.
- An understanding of the examination process

### **Creativity and Innovation:**

- There will be little room for creativity and innovation, apart from dealing with candidates causing disruption during an examination.

### **Decision Making:**

- Knowing when it is appropriate to refer an incident/incidents of disruption to the named Examinations Officer.

### **Contacts and Relationships:**

- Candidates listed for examinations
- Other invigilators
- School staff.
- Awarding bodies

**Work Environment:** Work Demands: There will be deadlines for examination start/finish times.

**Physical Demands:** Lifting of examination packets into the examinations hall.

### **NOTES:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use time in accordance with the Academy's needs as identified by the Principal/Line Manager.
3. This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Job descriptions will be reviewed annually.



	ESSENTIAL	DESIRABLE	HOW MEASURED
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working in a team and following instructions</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Previous experience in a testing / invigilating environment</li> <li>Previous experience in an education setting</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>
<b>EDUCATION, TRAINING AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>ICT skills to be self sufficient in terms of emails and administration</li> <li>Good numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 or above qualifications in English, Mathematics. e.g. the ability to read and understand information on routine documentation. i.e. examination papers, registers, parcel forms, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Test</li> <li>Certificates</li> </ul>
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Excellent Interpersonal Skills</li> <li>Good organisational skills</li> <li>An understanding of safeguarding and child protection</li> </ul>	<ul style="list-style-type: none"> <li>Understanding the formal procedure of the examination process</li> <li>Ability to prioritise, meet deadlines and work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>Activity</li> </ul>
<b>PERSONAL AND PROFESSIONAL CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>Physically fit, i.e. the ability to stand still / walk around for substantial periods of time, and accompany students when required</li> <li>Understanding the need for confidentiality and data protection</li> <li>Ability to work as part of a team, but also be able to use own initiative.</li> <li>Be vigilant, with an ability to work in a high-pressure environment whilst remaining calm</li> <li>Have great accuracy and strong attention to detail</li> <li>Be able to give/receive instructions and manage situations involving different groups of people</li> <li>Understanding and respect for equality and diversity</li> </ul>	<ul style="list-style-type: none"> <li>Ability to relate to candidates yet maintain an air of authority</li> <li>Be a confident and a reassuring presence to candidates in exam rooms</li> <li>Have high expectations of themselves and others within the academy community</li> <li>The ability to inspire the trust and confidence of staff, students and parents</li> <li>A proven commitment to developing their own professional learning</li> <li>A commitment to raising achievement for all students</li> <li>The potential or experience to work in teams and partnerships with staff and students alike</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>Activity</li> <li>References</li> <li>Health questionnaire</li> </ul>
<b>WORKING ARRANGEMENTS</b>	<ul style="list-style-type: none"> <li>Be reliable, with excellent timekeeping</li> <li>Flexibility and availability during the main exam periods</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>





**The  
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## **Living in North Lincolnshire**



Predominantly a rural area, North Lincolnshire is made up of a series of thriving historic markets towns surrounded by many small villages, hamlets and breath-taking countryside. In its centre is the bustling urban heart of Scunthorpe; this industrial garden town provides North Lincolnshire with its main focus for education, retail and industry. Homes in North Lincolnshire have remained affordable despite a staggering national rise.

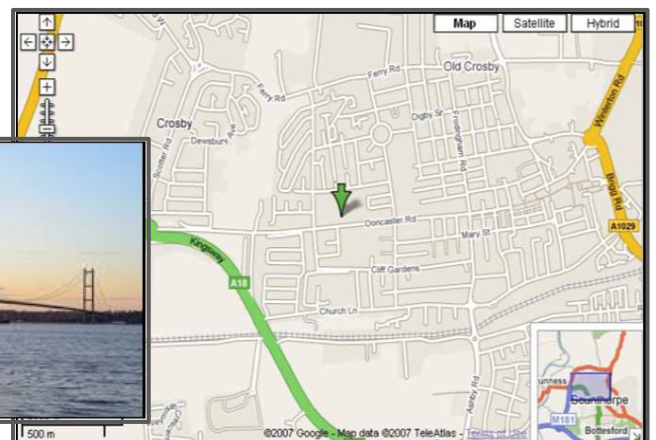
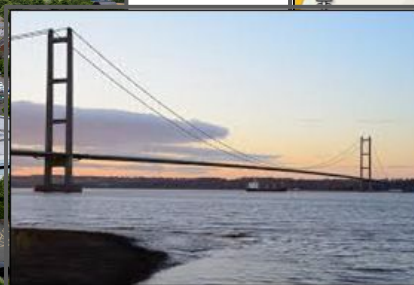
The town centre offers independent retailers and a general market as well as a multi-screen cinema, visual arts centre, an adjacent bus station and ample car parking. There are also shopping centres around the outskirts of the town.

### **Location**

**The St Lawrence Academy  
Doncaster Road Scunthorpe DN15 7DF**

☎ 01724 842447 ✉ [enquiries@tsla.co.uk](mailto:enquiries@tsla.co.uk) 🏠 [www.tsla.co.uk](http://www.tsla.co.uk)  
🐦 @TSLA\_info 📘 @TheStLawrenceAcademy2008

With excellent and uncongested motorways, you can reach North Lincolnshire quickly and easily. The M180 connects directly to the M18, which offers onward links to the M62, A1 and M1. The Humber Bridge is easily accessible, 17 miles away from Scunthorpe. There is many areas of affordable and appealing housing in the area.





The  
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## How to Apply

### Applying

If you decide to apply for this post please submit your application online

### Visits to the academy:

Candidates who would like a professional conversation about the role or to arrange a visit please contact Lorna Johnson, PA to the Headteacher and SLT on 01724 842447 or email to [enquiries@tsla.co.uk](mailto:enquiries@tsla.co.uk)

### Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post.

### Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

***"The St Lawrence Academies Trust is dedicated to best supporting children, staff and local communities. Our philosophy is that our partner schools will be stronger together. Please visit the trust website [www.slatrust.co.uk](http://www.slatrust.co.uk) to find out more about the vision and ethos of The St Lawrence Academies Trust"***



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St Lawrence Academies Trust



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GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH





# The St Lawrence Academy

Treasuring Everyone  
Transforming Community



Treasuring **Everyone,**  
Transforming **Community**

GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH