



# The St Lawrence Academy

A Transformational  
Learning Experience

## Examinations Invigilator



GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH



The  
St Lawrence  
Academy

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The St Lawrence Academy is sponsored by the Diocese of Lincoln and the founding school of the newly formed St Lawrence Academies Trust. The Diocese of Lincoln has a strategy for creating six multi academy trusts. As part of this strategy we have been given approval to form The St Lawrence Academies Trust and have also been successful in securing funds to grow our Trust through the DfE pilot scheme. This is an exciting time to be joining a talented and aspirational team.

We have a strong Christian ethos and we want all students to feel included and be inspired to develop their talents - whatever they may be. We offer a broad balanced curriculum and an environment for learning which inspires our students to do their very best. We are an inclusive academy striving to meet the needs of all our learners in our caring environment. We welcome students from all backgrounds and faiths, regardless of ability. We are an equal opportunities employer and a real living wage employer.

Our students are excellent ambassadors for the academy and are proud to wear our uniform and be part of our aspirations for their future. We want them to be determined to succeed, confident in their abilities and fully involved in the life of the academy, the local community and beyond.

We are looking to appoint a team of individuals to invigilate internal and external examinations. This is an exciting and new opportunity to join The St Lawrence Academy. 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.

## **Exam Invigilators (Casual)**

### **Living Wage £9.50 per hour**

(+ an additional 10.7% allowance in lieu of annual leave)

#### **Key Responsibilities and Duties**

- 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 examinations
- 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.).



# The St Lawrence Academy

## 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
- An outstanding community of staff and trustees who work as a strong team to best support our students
- 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
- Access to a laptop and to documents from home via Google documents and VPN link

For further details about the academy and an application pack please see the vacancies page on 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.

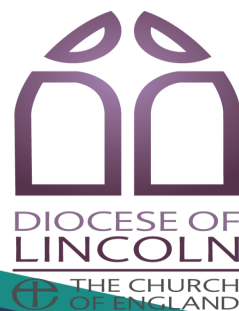
For an informal discussion about the role please contact the Examinations and Data Officer, Amanda Walker on 01724 842447 or email, [awalker@tsla.co.uk](mailto:awalker@tsla.co.uk)

To apply please submit your completed application form, together with your formal letter of application to Lorna Johnson, PA to the Head of School and SLT, to [ljohnson@tsla.co.uk](mailto:ljohnson@tsla.co.uk)

## Closing Date : 22nd October 2021

However the academy may close the position earlier if suitable applicants are appointed.

## Interviews week To be confirmed



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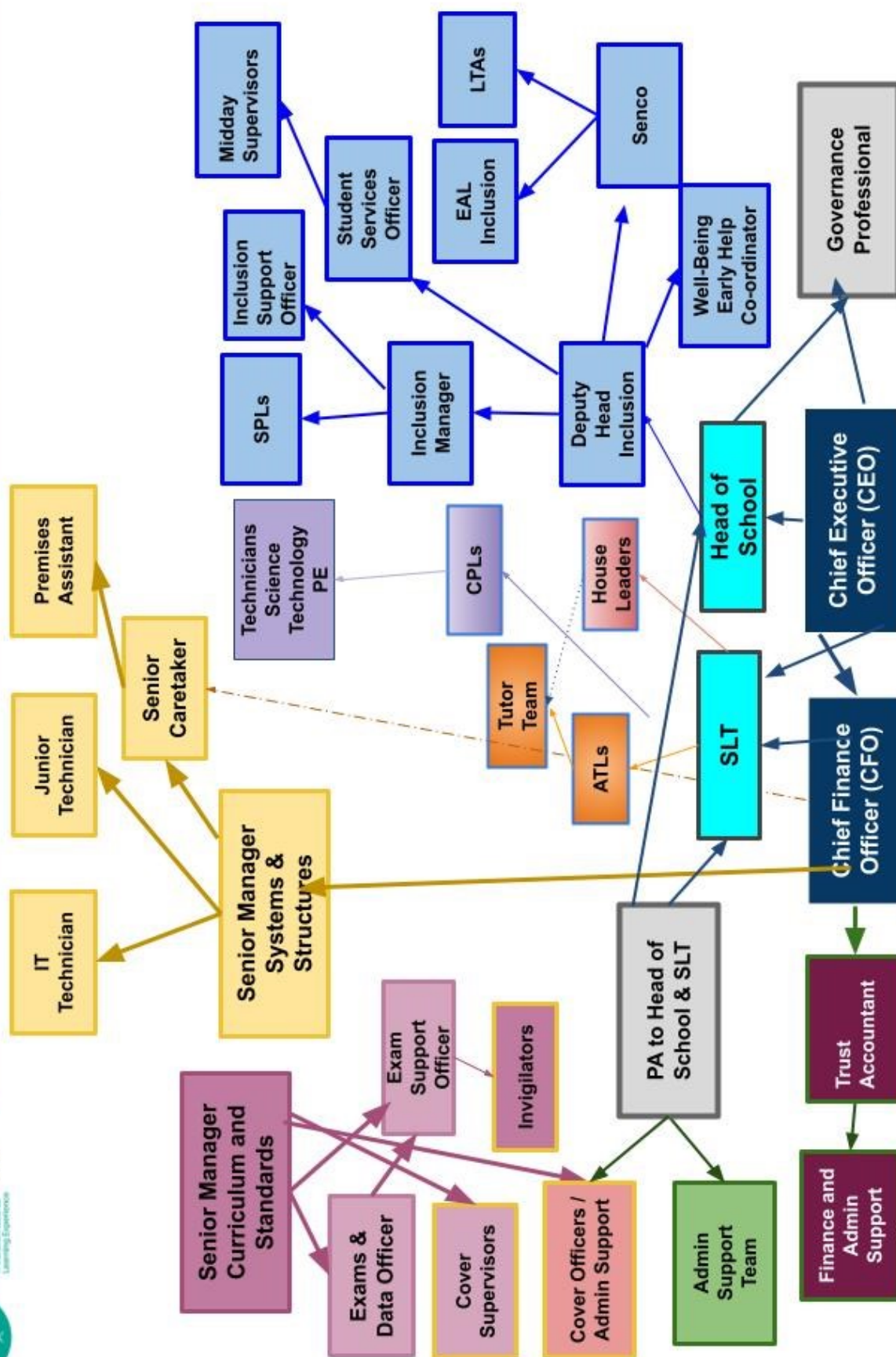


# Associate Staffing Structure

## Associate Staffing Structure



The St Lawrence Academy



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## **Welcome Letter from the Trustees**



Dear Applicant

Many thanks for your interest in this exciting post here at The St Lawrence Academy.

We are a Church of England sponsored Academy who successfully welcomes students of all faiths. We rejoice that in this multicultural part of Scunthorpe we have 44% of our students who we would identify as from other faith traditions.

Our Academy vision is underpinned by the Christian ethos with its core values of truth, justice, forgiveness, generosity and respect. Our values are explicit and implicit in every aspect of Academy life. We believe that our Academy is a place where students and staff are able to realise their full potential, and believe that this aspiration is achieved when the God-given dignity of each person in the community of the Academy is celebrated and respected. We believe that spirituality, in its broadest sense, should be a feature of the life of the Academy. We are an inclusive community offering a rich curriculum that enables our students to flourish, be inspired, and continue to inspire us to love to work with them.. The impact of our approach is proven in the outcomes our students achieve in and beyond the Academy.

We strive for every single student to feel happy, feel safe, and learn. So as Trustees we are keen to ensure that The St Lawrence Academy would be the place for you to help us continue our journey from Good to Great.

The scope of this letter precludes us from celebrating with you all the details of our successes, and also of the journey yet to be undertaken. We strongly suggest that if you are interested in finding out more about us, you visit our website [www.tsla.co.uk](http://www.tsla.co.uk) and contact Sally Simpson, Clerk to the Trustees, [ssimpson@tsla.co.uk](mailto:ssimpson@tsla.co.uk), to arrange to meet our team and students.

We look forward to hearing from you.

Yours sincerely

Jackie Waters-Dewhurst  
Chair of Trustees





## **Welcome Letter from the Head of School**

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.

Our academy has placed the quality of education at the heart of all that we do since we opened our doors back in 2008. We have continued to grow during this time and year upon year we have not only been full but also oversubscribed.

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 our own training and inset sessions.

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.

Trips, visits, extra curricular activities and a whole host of community and celebratory events continue to be an excellent measure and reflection of our ethos, vision and mission. Utilising our strengths and talents as a body of staff is important so that we can offer our students breadth and depth and the opportunities to grow and develop.

If you are curious and interested in us then take the time to contact or visit us. Get in touch and see how we can satisfy your curiosity.

I look forward to hearing from you.

Phill Dalowsky  
Head of School



the ST LAWRENCE academy . Doncaster Road . Scunthorpe . North Lincs . DN15 7DF

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## **Welcome Letter from the Head Prefects**

What qualities does a school need to be identified as an amazing one? Is it their teachers, the students themselves, the facilities or perhaps a mixture of the 3? Whilst these are essential to making a first-rate school, I personally believe that it is the diversity and culture of the school that makes it truly amazing, which is something that The St Lawrence Academy possesses to a very high standard. With a wide variety of nationalities and backgrounds from all around the world, it is the perfect place to both teach and learn. After experiencing its welcoming, hard-working and most importantly friendly learning environment for 5 years I can confidently say it is an amazing place to learn, and I have no doubt you would say the same!

Kodi Chapman-Bright  
Head Boy



As Head Girl of The St Lawrence Academy, I know how great of an opportunity it would be to teach here. You may wonder what would be so good about working with us? Our academy is especially welcoming and you would be surrounded by a friendly team of staff, as well as lots of high achieving, motivated young people. Personally, I love the learning environment; the teachers are easy to get along with and offer fantastic support to the students. Overall, you would definitely enjoy your time here and I'm positive it would be an excellent experience!

Jessica Wright  
Head Girl







**Post:** Exam Invigilator

**Responsible to:** Lead Invigilator / Examinations Officer / Senior Manager Curriculum and Standards

## Core Purposes:

- 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

## 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.



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**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.

Updated by Petrina Longstaff September 2021

GREAT



# Person Specification

	ESSENTIAL	DESIRABLE	HOW MEASURED
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working with young people</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>		Application form Interview

THE POST IS SUBJECT TO: DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975. YES  
 ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people  
 Updated by Petrina Longstaff May 2021





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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.

Following millions of pounds of private sector investment over the past few years, Scunthorpe town centre has a vibrant mix of high street names and speciality boutiques. The town centre offers two main shopping precincts. The Parishes and The Foundry, independent retailers and a thriving general market as well as a multi-screen cinema, visual arts centre, an adjacent bus station and ample car parking.

### **Location for The St Lawrence Academy**

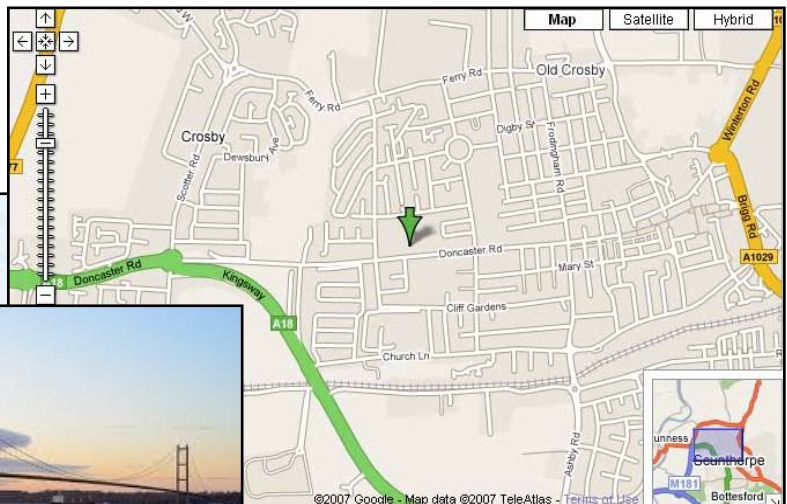
**Doncaster Road**

**Scunthorpe**

**DN15 7DF**

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.

Scunthorpe is home to Scunthorpe United Football Club. The St Lawrence Academy is base for the Scunthorpe United Youth Squad who train in the academy grounds they also mentor and conduct workshops and projects with our students.





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# How To Apply

**Closing date:** Friday 22nd October 2021, however the academy may close the position earlier if suitable applicants are appointed.

**Interviews:** To be confirmed

## Visits to the academy:

Candidates who wish to visit the academy prior to completing their application, or for an informal discussion about the role please contact the Examinations and Data Officer, Amanda Walker on 01724 842447 or email, [awalker@tsla.co.uk](mailto:awalker@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.

## Applying

Please visit our website [www.tsla.co.uk](http://www.tsla.co.uk)

We expect a formal letter of application (supporting statement), along with the Application Form, and it should be no longer than 2 sides of A4 and should address the selection criteria detailed in the Person Specification.

To apply please submit your completed application form, together with your formal letter of application to Lorna Johnson, PA to Head of School & SLT to [ljohnson@tsla.co.uk](mailto:ljohnson@tsla.co.uk)



# Transforming Lives