



The Birley Academy
A L.E.A.D. Academy

Candidate Information Pack

Exam Invigilator - Reading/Scribing

The Birley Academy





Welcome from the Headteacher

I am very proud to be the Headteacher of The Birley Academy and feel honoured and privileged to work with our pupils, parents, carers, colleagues and community to be part of the team who are making The Birley Academy a brilliant place to learn and work.

I am passionate about working with our staff in school and with colleagues across L.E.A.D. Academy Trust to ensure that the education we provide our pupils is of the highest quality, studying a broad range of subjects complemented by a clear personal development and wider curriculum offers.

Victoria Hall, Headteacher



About The Birley Academy

The Birley Academy is a popular secondary academy in the southeast of Sheffield. We have a modern building set on a pleasant campus with excellent facilities.

We believe that our students are entitled to nothing but the best and are fully committed to transforming the school into an exceptional place to learn.

We can offer you students who are keen to become their best selves; student who will make you remember why working in a school is so special; staff who are hardworking and who want the best for our school; a leadership team who are passionate and dedicated to making The Birley Academy brilliant and a supportive and aspirational Trust.

Our vision is simple: to ensure that we constantly challenge ourselves and our students to aspire to our very best, enjoying learning and being active members of the learning community. As part of the L.E.A.D. Academy Trust, we work with all stakeholders including parents, local businesses, community leaders and our partner primaries to represent and best meet the needs of our students.





Exam Invigilator - Reading/Scribing

Location:	The Birley Academy, Birley Lane, Sheffield, S12 3BP
Salary:	NJC 5 (£12,85 per hour)
Closing date:	Friday, 21 February 2025
Interview date:	w/c Monday, 24 February 2025

Purpose of Role

To contribute to the smooth running of external and internal examinations, in line with awarding body regulations. Work is of an ad hoc nature as and when required.

Principal Duties and Responsibilities

- To work as part of the examinations team to assist in the smooth running of the Academy's external and internal exams;
- To ensure the appropriate preparation of the exam room, ensuring the relevant awarding body notices are displayed, and exam room adheres to relevant regulations;
- To work on a 1 to 1 basis to support individual pupil/student who are in receipt of an Exam Access Arrangement;
- To have a good standard of the English language in demonstrating clear and confident verbal communication;
- To be able to read through the assessment papers/booklets/material as they are written with an individual pupil/student;
- To be able to record accurate and legible responses dictated by the pupil/student only, at a reasonable speed;
- As requested by the pupil/student and as often as necessary, to reiterate the responses and make alterations to what has been written if amendments are identified and dictated by the pupil/student;
- To work with the pupil/student only and to clarify their instruction, if necessary, emphasizing that they are there to only act as a Scribe and/or Reader and that the pupil/student should give clear instructions about their requirements;
- To ensure only items authorised for the exam are in the pupil's/student's possession in the exam room, ensuring bags etc. are secured safely away from the pupil/student;
- To distribute question papers, answer booklets and associated materials at the beginning of exams, and during exams as required;
- To ensure that any disturbances or breaches of regulations are dealt with appropriately and reported to the exams team;

- To collect all scripts, question papers and other materials following the end of the examination;
- To be aware of Health and Safety procedures and requirements in the event of an emergency, and ensuring pupils/students are supervised in accordance with awarding body regulations;
- To undertake any other duties appropriate to the position as directed by the exams team.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The 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 individually take responsibility for doing so.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• 5 A*- Cs or 9 - 4 grades at GCSE including English and Maths	

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Communication skills• Accuracy and attention to detail• Organisational skills• Ability to work to predetermined instructions and regulations	<ul style="list-style-type: none">• Exam board requirements and regulations

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Reading/Scribing• Basic administration• Basic IT skills	<ul style="list-style-type: none">• Work with young people• Experience of invigilation

Personal Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Work as part of a team and alone• Reliable and punctual• Flexible approach to work	



How to apply

Closing date: Friday, 21 February 2025
Interview date: w/c Monday, 24 February 2025
Contact email: hr@birleysecondaryacademy.co.uk
Contact number: 0114 2392531

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



Lead



Empower



Achieve



Drive

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.



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Primary Academies



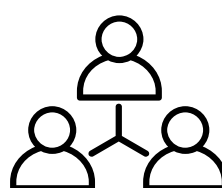
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Secondary Academies



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Geographical Regions



11,500

Pupils



1,650

Staff



The Birley Academy
A L.E.A.D. Academy

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Birley Lane
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