

JOB DESCRIPTION

Job Title: Reader-Scribe

Department: Inclusion

Responsible to: Director of Inclusion

Job Purpose

To read and/or scribe during for pupils with access arrangements in accordance the Joint Council for Qualifications (JCQ) Regulations, for examinations or controlled assessments

Safeguarding

Our academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Main Duties

Reader

- 1.1 A reader must read the exam paper or assessment materials accurately to the candidate
- 1.2 A reader may only read the instructions of a the question paper(s) and questions but must not explain or clarify questions
- 1.3 A reader may repeat the instructions of the question paper or questions but only if the
- 1.4 candidate requests the reader to do so
- 1.5 Where an examination paper is testing reading (e.g. in English) only the instructions must be read not individual questions or text
- 1.6 A reader must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate
- 1.7 A reader must not advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered
- 1.8 A reader must not decode any symbols and unit abbreviations
- 1.9 A reader may read back, when requested, what the candidate has written
- 1.10 A reader may, if requested, give the spelling of a word which appears on the paper but otherwise the spellings must not be given

Scribe

- 2.1 A scribe must write accurately, and at a reasonable speed, what the exam candidate has said
- 2.2 A scribe must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper,

in which case a scribe will only be permitted to assist with the written parts of the paper

- 2.3 A scribe must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate
- 2.4 A scribe must write a correction if requested to do so by the candidate
- 2.5 A scribe must immediately refer any problems in communication during the examination to the invigilator
- 2.6 A scribe must not give factual help to the candidate or indicate when the answer is complete
- 2.7 A scribe must not advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered
- 2.8 A scribe may at the candidate's request, read back what has been recorded

General

- 3.1 To attend required meetings and training sessions
- 3.2 To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' Health & Safety Policies and Procedures. This includes completion of online health and safety training
- 3.3 To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy
- 3.4 To maintain confidentiality in all academy related matters
- 3.5 To undertake any other duties commensurate with the post, as directed by Line Manager

Notes

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out
2. The job description is not a comprehensive definition of the post. It should be reviewed annually by the Line Manager and post holder. It may be subject to amendment to meet the changing demands of the academy at the reasonable discretion of the Head of Academy
3. This job description does not form a contract of employment

Other clauses:

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.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Criteria	Standard	Essential /Desirable
1. Specialist Knowledge & Experience	<ul style="list-style-type: none">● Experience of following procedures and protocols● Good literacy skills and a high standard of accuracy/spelling/grammar● Ability to write accurately and legibly at speed	E
	<ul style="list-style-type: none">● Experience of working in a similar role● Experience of working with children and/or in a school	D
2. Organisation & Accuracy	<ul style="list-style-type: none">● Ability to follow a schedule to deadlines	E
3. Problem Solving & Initiative	<ul style="list-style-type: none">● Ability to resolve problems by assessing situation and using judgement for best course of action● Ability to use initiative and work independently	E
4. Communication	<ul style="list-style-type: none">● Excellent communication skills with ability to use clear language to communicate information unambiguously	E
5. People Skills & Customer Focus	<ul style="list-style-type: none">● Ability to work effectively as part of a team● Experience of providing excellent customer service to customers● Patient and sensitive approach to working with individuals who may require additional support● Demonstrate a commitment to equality	E
6. Flexibility & Adaptability	<ul style="list-style-type: none">● Willing to work flexibly to meet business needs● Willing to undertake appropriate training courses	E
7. Safeguarding	<ul style="list-style-type: none">● Understanding of safeguarding / child protection procedures	E