



Lampton School

a DfE Outstanding Academy

Inclusion Exams Reader & Scribe

Part-time, fixed-term contract

£12 per hour

Exam season dates:

Year 11 PPE exams: 30th October – 3rd November 2023

Year 10 PPE exams: 18th December – 21st December 2023

Applications close on date: Monday 09th October 2023

Interviews in the week beginning date: Monday 16th October 2023

Lampton School is a large, mixed, multi-ethnic 11-18 school. We were judged as "outstanding" in all categories by Ofsted in May 2008 and again in May 2013. We are the lead school for the London West Alliance and a SCITT. As a member of the Hounslow Education Partnership we can offer staff excellent opportunities for professional learning and career progression.

Lampton School are looking to expand the examination team of inclusion readers and scribes for the forthcoming mock exam season (please see exam season dates above). The applicant would be required for sessions in the morning and afternoon, lasting between one and three hours. We are looking for applicants with excellent communication and organisational skills with strong attention to detail and accuracy. Successful applicants will also have excellent verbal and written skills. The ideal applicant will also have knowledge of learning needs and barriers faced by individuals with learning difficulties and disabilities.

The inclusion team at Lampton School provide access arrangements for all learners, ensuring correct procedures and regulations are followed. Responsibilities include the collection of examination papers and supporting documents at the end of the examination and providing, where required, reading and scribing for learners who require additional help. You will have good communication skills and be able to commit to dates in advance. Experience is not required, as training will be provided, although applicants will need to be willing to undertake training and development relating to the role, ensuring awareness JQC regulations.

Lampton School actively encourages and supports the safeguarding and protection of all its students. This post is subject to an enhanced DBS disclosure. In accordance with the DfE's Keeping Children Safe in Education 2023 statutory guidance, we will complete a search of publicly available content online relating to any candidate seeking to work at Lampton School.

Please read the Person Specification and Applicant documents, and either apply through TES or send a completed Staff Application Form and Equal Opportunities Form to the Headteacher's PA, Rina Sehgal: rsehgal@lampton.org.uk. CVs will not be accepted.

Applications will be considered as they are received, and we may make an appointment prior to the closing date.

All documents and additional information are on our website: www.lampton.org.uk

Lampton Avenue, Hounslow, London TW3 4EP
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Headteacher: Stephen Davis