LEIGH
Academies Trust

Job Pack

Invigilator
Leigh Academy Blackheath

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our Careers Page.

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263

Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be "Outstanding" whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a "warm strict" approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region's biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our **Vision 2030**, available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE

Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: **latcareers.org.uk/benefits**

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.

Job Description

Job Title: Invigilator
Reports to: Exams Manager
Location: Leigh Academy Blackheath

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

- To administer exams in accordance with the regulations.
- To ensure the confidentiality of exam papers before, during and after an exam.
- To help create the best environment for candidates to achieve to their full potential.
- To provide information to candidates.

Key Responsibilities:

- To assist with the preparation of the examination rooms. This will involve setting up the layout of the room in accordance with the seating plan for that day. Also, putting cards on the relevant desks for candidates detailing their name and exam number.
- To distribute the examination papers and ensure that the correct paper is given to the correct student.
- Ensuring students only take into the examination room instruments or materials which are permitted.
- Ensuring the students do not have a mobile phone or any other electronic device on them and if they do, collecting it and placing it in a wallet at the front of the hall making a note on it of the seat number.
- Ensuring the students' watches are left in the students' bags or handed in.
- Ensuring the students have all the necessary materials to enable them to complete the examination.
- During the examination you will be expected to frequently walk about so it is seen that you are active and supervising the students. There must not be any communication between the students and they must face the front.
- You may not sit down or communicate with any other invigilators unless it is regarding the exam.
- If any candidates put their hand up for attention during any part of the examination you will be expected to go and assist them the best you can. You are not allowed to help them answer the questions or read anything on the paper to them.
- At the end of the examination the Lead Invigilator will advise you in what order to collect the completed scripts. You will need to check that the student has written their name, candidate number, centre number and where necessary, has signed the front page of the examination.

- To return any mobile phones to students who would have handed them in.
- Collect any unused stationery and if the last examination, collect the student name card.
- Check that no graffiti has been written on the desks during the examination.
- To assist the Examination Officer with other examination processes which may include the following: delivering the examination papers, stationery and equipment to and from the examination rooms.
- To read or scribe for a student with access arrangements.

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the **Keeping Children Safe in Education document (Department of Education)**.

Notes

The 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. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. 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.

Person Specification

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Invigilator, we would expect candidates to demonstrate:

Essential

- Commitment to the well-being of all pupils, with up-to-date knowledge of and adherence to statutory safeguarding procedures and regulations.

Desirable

- Experience working with children within a secondary setting.
- Experience working with children with special educational needs (SEN) in a primary school setting.
- Have training in aspects of SEN i.e. Dyslexia.
- Knowledge and understanding of the different social, cultural and physical needs of pupils.
- Appropriate role models of behaviour both in the classroom and around the academy.
- Care for children, particularly those who find learning and managing their behaviour challenging.
- Work effectively with colleagues and other adults within the wider community.
- Excellent time keeping.
- An understanding of and a commitment to maintaining the appropriate standards of confidentiality/security of examination materials.
- Ability to inspire and motivate students.
- Excellent interpersonal and communication skills.
- Creative and innovative skills in finding new solutions.
- Passion for own continuous personal improvement.
- Effective organisational skills.
- Excellent personal ICT skills.

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.

Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our current vacancies page.

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by clicking here.

A member of the Recruitment Team will be in touch to help find the right role for you!

