



Leeds East Academy

Join Our Team

Role

Exam Invigilator

£13.69 per hour

Leeds East Academy





Principal's Welcome

We are delighted that you are considering joining Leeds East Academy.

We are at an exciting stage in our journey. As a school within the White Rose Academies Trust, we are committed to securing the very best for our students – academically and through outstanding personal development.

Our culture is calm, purposeful and aspirational, shaped by strong, values-led leadership, clear systems and high expectations. We believe that every young person can thrive, and we work to ensure that all students feel supported, challenged and included.

Leeds East Academy is proud to serve as a community hub for East Leeds. Our partnerships with families, local schools and organisations enrich learning, strengthen connections and help students develop confidence, resilience and a sense of belonging.

Our staff are at the heart of the academy. We invest in professional growth, encourage collaboration and celebrate the difference every colleague makes. The commitment, expertise and care of our team underpin the positive culture of the school.

If you are passionate about education, thrive in a values-driven environment and want to make a genuine difference to young people and the wider community, we would be delighted to welcome you to Leeds East Academy.

A handwritten signature in black ink, appearing to read 'M Ayres'.

Mark Ayres *Interim Principal*

Leeds East Academy



About Leeds East Academy

We are a dynamic and ambitious secondary school, proud to be part of the White Rose Academies Trust, serving a diverse and vibrant community in East Leeds. We are committed to delivering high-quality education alongside strong personal development for every student.

Following a period of purposeful renewal, the academy has been shaped by values-led leadership, clear systems and high expectations.

Our culture is now calm, focused and aspirational, where students are supported to succeed and staff feel valued, confident and proud of their work.

Our community reflects the diversity of modern Leeds, with a wide range of cultures, languages and experiences. We see this as a strength that enriches learning and broadens opportunities for all.

As a key community hub, we work closely with families, local schools and organisations to build pride, collaboration and shared responsibility, offering students enriching experiences beyond the classroom.

At the heart of our academy is the belief that Every Child Can. This principle underpins our approach, ensuring ambition, resilience and success for all.



LEA in
Numbers
—
Every Child
Can

971

students educated
by our dedicated
teachers & support
staff every day.

£450^k

invested in 2025
towards alternative
provisions, to ensure
every child can thrive.

18%

students have EAL
(speak English
as an Additional
Language).

29%

students with SEND
thrive at LEA with
tailored support
available if needed.

115

members of staff
make up our
dedicated team
of educators.

Job Description and Person Specification

Post Reference: 2818

Job Title: Exam Invigilator

Academy Name: Leeds East Academy

Grade: B3 (£13.69 per hour)

Hours: Casual, term time only

Job Description

Role:

Your hours will be flexible to match examination times. The main exam seasons starts in May and continues throughout May, June, and July. There may be additional times during the year for mock exams during November and March. Start times will usually be set at either 8:00am or 12:30pm, but invigilators should be aware that finishing times may vary due to unexpected circumstances and should be flexible in their approach.

In this role you will be responsible for invigilating internal and external examinations for students, ensuring that all regulatory requirements and school policy and procedures for the conduct of examinations are strictly adhered to and met at all times.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

- To support the Examinations Team with the day-to-day operation of examination venues
- To assist with setting up examination venues by laying out stationery, equipment, and examination
- To assist with the preparation of script envelopes
- To ensure the papers are in accordance with the outlined procedures
- To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- To ensure that candidates do not talk once inside the examination venue
- To check attendance during examinations
- To collect and collate scripts at the end of the examination in accordance with JCQ procedures
- To supervise candidates leaving examination venues, and ensuring that candidates leave venues in an orderly and quiet manner
- To undertake any other reasonable request relevant to grade/salary as may be determined by the line manager and/or the Principal

The Joint Council for Qualification (JCQ) details the invigilator's role as:

- To ensure all candidates have an equal opportunity to demonstrate their abilities

- To ensure the security of the examinations before, during and after the examination
- To prevent possible candidate malpractice
- To prevent possible administrative failures
- To liaise with the examination officer and senior invigilator

JCQ regulations also state that invigilators must:

- To be familiar with JCQ's 'Instructions for Conducting Examinations', the 'Warning to Candidates', Information for Candidates' and 'Mobile Phone' posters, and any specific instructions relating to the subjects being examined
- To give all their attention to conducting the examination properly
- To be able to always observe each candidate in the examination room
- To inform the head of centre if they are suspicious of the security of the examination papers

Full Invigilator training will be provided and updated annually.

Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
-

Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.

- Be aware of and comply with the academy policies and procedures e.g., safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards, and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through the White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

You should be able to demonstrate that you meet the following criteria which are all essential:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

Qualifications

D	Relevant qualification or experience	A I
D	Hold a valid First Aid certificate or be willing to work towards one	A I

Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A I R
E	Have the ability to communicate effectively with a wide range of people (verbal and written)	A I
E	Be able to file, retrieve, sort and complete documents accurately	A
E	Be able to use a range of office equipment (e.g. printers, photocopiers, computers)	A R
E	Ability to prioritise work tasks to meet conflicting deadlines	A R
E	Have the ability to form and maintain appropriate relationships and personal boundaries with students	A I R
D	Have an awareness of general Health and Safety issues in a school environment	A

Skills and Competencies

E	Be respectful and sensitive and confidential work	A I
E	Be able to relate well to children and adults	A
E	Have strong interpersonal/communication skills	I
E	Have good organisation and personal management skills	A
D	Ability to organise own workload	A I

Behavioural and Other Characteristics

E	Committed to continuous improvement	A I
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I
E	Have a professional attitude to work	I R

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

Application Process



My WRAT Journey



2019
Teacher of
Science

2020
Assistant Curriculum
Leader of Science

2021
Achievement
Leader

2025
Associate
Assistant Principal
- Assessment

"My journey at LEA began as a recently qualified science teacher. The support and opportunities here have enabled me to grow while making a real impact. It's a positive, ambitious environment where staff are empowered to develop and students are supported to achieve their full potential, with access to world-class opportunities that enrich their futures."

Caitlin White *Associate Assistant Principal - Assessment*

Staff Benefits



Flexible Working

We offer flexible arrangements including term-time only, part-time, and job share opportunities.



Employee CycleScheme

Purchase a bike and accessories through our salary sacrifice scheme for a healthier, greener commute.



Annual Leave Entitlement

On top of 25 days annual leave, plus bank holidays. Support staff receive an extra 5 days after 5 years' service.



Supporting Staff Discounts

We support all education staff in accessing Discounts for Teachers, Teacher Perks and Blue Light Card.



Pay Awards

Benefit from nationally agreed terms, including STPCD or NJC Green Book, as well as the Real Living Wage.



Eye Test Vouchers

Free eye tests and up to £69 towards glasses are provided for Display Screen Equipment (DSE) users.



Employee Pension Scheme

Staff are automatically enrolled in either the Teachers' Pension Scheme or LGPS.



Free Flu Jabs

To keep our staff safe and protected we offer free flu jab vouchers to all employees across the trust.



Real Living Wage

The trust is proud to confirm that we pay all staff in line with the real living wage £13.45ph.



Car Parking

We ensure all colleagues benefit from free on-site parking at all four of our academy sites.



Employee TechScheme

Salary sacrifice is available to purchase the latest tech after probation.



Family Friendly Policies

We support work/life balance with family-focused policies, including emergency and special leave.



Staff Wellbeing



Employee Assistance Programme

All staff and families can access Health Assured's confidential wellbeing support service with app access.



Headspace

Free access to Headspace to support mental health with meditation and mindfulness tools.



Wellbeing Wednesdays

No more hump day slumps with our midweek breakfast for all staff, served from 7:45am in our canteen.



Mental Health First Aiders

Whether you just need someone to talk to, or you're facing emotional challenges, our MHFAs are on hand.



Dedicated Wellbeing Reps

Reps are here to listen to colleague feedback and organise wellbeing initiatives tailored to each academy.



Colleague Recognition Schemes

We have a variety of schemes that allows our staff to be recognised and thanked for their hard work.



A close-up portrait of Sean Glover, a man with a beard and short hair, looking upwards and to the right with a slight smile. He is wearing a dark suit jacket over a white shirt and a blue patterned tie.

My WRAT Journey



2017
Newly Qualified
Teacher Citizenship

2020
Curriculum Leader
Citizenship & RE

2026
Associate
Assistant Principal
for Behaviour

"My career with White Rose Academies began in 2017 as an NQT in Citizenship. I quickly became acting, then permanent Head of Department. I later led Ethics and Humanities, overseeing History, Geography, Religious and Citizenship studies. Now Associate Assistant Principal for behaviour, I oversee behaviour systems, duty operations, and line manage the Reflective Learning Centre."

Sean Glover *Associate Assistant
Principal for Behaviour*

What Our People Say...

"I'm proud to work in a school that truly cares about it's community and nurtures the potential of every student. The support and career development I've received have been invaluable, and I find real fulfilment in making a meaningful difference in students' lives each day."

Sara Zaman *Bridge Manager*



"Leeds East Academy is a great school that makes everyone feel welcome, especially me. In Leeds East Academy you strive to thrive in creativity increasing confidence as a student. Leeds East Academy teachers make Leeds East feel like a second home. You can go to if you feel troubled. Leeds East helps to improve behaviour."

Eljea Kubaju *Year 10*



"I have worked at Leeds East for 22 years since starting my career in education. During this time I have been supported to progress from a PE Teacher to Head of Year, Head of Department and now Senior Leader for Quality of Education. It is a privilege to work here; the staff and students make it a truly special and rewarding place."

Sarah Moss *Associate Assistant Principal*



Proud to be Part of the White Rose Academies Trust



Alder Tree Academy Primary

Alder Tree Primary is a unique two form intake inner-city school in Leeds. We help every child reach their potential through engaging lessons and strong pastoral support and are proud to be nationally recognised for supporting disadvantaged pupils.

Ofsted "The school values epitomise the school's determination that every pupil will reach their full potential."

Our core values are: **Believe, Belong, Become**



Leeds City Academy Secondary

A vibrant inner-city school in Woodhouse with over 1,000 students from diverse backgrounds. A recent £8.5 million investment has enhanced facilities, supporting growth and improvement, while students and staff work proudly together to achieve even more.

Ofsted "Pupils thrive at this happy and inclusive school"

Vision Statement: **Working In Partnership**

Our core values are: **Aspirational, Caring, Professional, Respectful, Resilient and Tolerant**



Leeds East Academy Secondary

Leeds East Academy is a vibrant, diverse school in Seacroft, housed in a £14 million building. With the ambition of 'Every Child Can', we support students to excel academically and personally, while fostering high standards and strong support for all staff.

Ofsted "The school nurtures pupils so they have the self-belief and resilience to succeed"

Vision Statement: **Every Child Can**

Our core values are: **Resilience, Integrity, Trust, Ambition**



Leeds West Academy Secondary

Known for its welcoming atmosphere and Performing Arts specialism, Leeds West Academy unites and inspires our community through education and opportunity. With a broad, ambitious curriculum and strong pastoral support, every student can reach their full potential, while staff are supported to thrive in a nurturing, high-standard environment.

Ofsted "A happy and inclusive school"

Vision Statement: **Evolving Excellence**

Our core values are: **Care, Commitment, Community**







Leeds East Academy

