



Woolwich Polytechnic
School for Boys



JOB DESCRIPTION

Scribe and Translator

Job Title: Scribe and Translator

Department: Exams Team

Reports To: Exams Manager

Contract: Casual / As Required (Exam Periods)

Hours: As required during internal and external examinations

Languages preferred: Russian, Ukrainian (*other languages will be considered*)

1. Purpose of the Role

To provide high-quality scribing and translation support for candidates during examinations in line with the Joint Council for Qualifications (JCQ) regulations. The role ensures that students who speak other languages, or who have approved access arrangements, are able to fairly demonstrate their knowledge and skills in exams.

2. Key Responsibilities

A. Scribing Duties

- Act as a scribe for candidates who have approved access arrangements.
- Write or type exactly what the candidate dictates, using correct spelling and punctuation as required by JCQ rules.
- Read back written responses to the candidate when requested.
- Maintain accuracy, neutrality, and professionalism at all times.
- Ensure all scribing is carried out strictly in accordance with JCQ Access Arrangements and Reasonable Adjustments guidance.

B. Translation Duties (to English)

- Provide clear and accurate translation of exam instructions and permitted materials (where authorised by JCQ regulations).
- Assist candidates by translating allowed exam content (e.g., instructions, clarifications) when permitted.
- Translate verbal candidate responses for the Exams Team where required and within regulatory limitations.
- Ensure all translations are impartial, literal, and non-interpretative.

C. Exam Conduct and Compliance

- Follow JCQ regulations, school exam policies, and safeguarding requirements at all times.

- Arrive punctually and fully prepared for each examination session.
- Maintain confidentiality of all exam materials and candidate information.
- Report immediately to the Exams Manager any concerns, irregularities, or issues encountered during examinations.
- Support with the setting up of exam rooms and collection of materials when required.

5. Additional Information

- Training on JCQ regulations will be provided.
- Flexibility is required, particularly during peak exam periods.
- The role may involve working with vulnerable students and those with access arrangements, including EAL learners.

In accordance with KCSIE 2025 shortlisted candidates will be subject to an online profile and social media check.

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

AMC
Feb 26

Person Specification

Scribe and Translator

Qualifications	Essential	Desirable
Good standard of general education (GCSEs or equivalent).	✓	
Fluency in specified foreign language and English (spoken and written).	✓	
Qualification in translation, interpreting or linguistics.		✓
Additional language skills.		✓
Skills & Abilities	Essential	Desirable
Excellent written and verbal communication skills in English and specified foreign language.	✓	
Ability to record dictated responses accurately and legibly.	✓	
Strong attention to detail	✓	
Ability to remain calm and focused during timed exams.	✓	
Ability to follow strict rules and instructions without deviation.	✓	
Ability to support with general exam administration when required.		✓
Experience	Essential	Desirable
Experience using English and specified foreign language in a professional or academic context.	✓	
Experience in working under time pressure and following procedures.	✓	
Prior experience as a scribe, reader, translator, or exam invigilator.		✓
Experience supporting EAL students with SEND.		✓
Familiarity with school or exam settings.		✓
Knowledge	Essential	Desirable
Understanding of confidentiality and data protection requirements.	✓	
Awareness of the need for accuracy, impartiality, and neutrality.	✓	
Knowledge of JCQ Access Arrangements and exam regulations (training can be provided)		✓
Personal Qualities	Essential	Desirable
Professional and discreet.	✓	
Reliable, punctual and committed to safeguarding	✓	
Neutral and non-judgmental approach to student support.	✓	
Ability to work with students or varying needs.	✓	
Flexible and willing to support across different year groups and exam types		✓
Other requirements	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Willingness to complete all required safeguarding training.	✓	
Dedication and commitment to the role and the School.	✓	
Personal presence, confidence, patience, sensitivity and maturity of approach.	✓	