



**UNLOCKING POTENTIAL
LEVELLING THE SOCIAL AND ACADEMIC ARENA**

Exams Scribe

The Levels School is an independent specialist day school offering high quality education and exemplary pastoral care to students with dyslexia and co-occurring difficulties. Our teaching and learning provision would also meet the needs of individuals presenting with a similar learning profile to those with dyslexia and other Speech and Language Communication difficulties. As a result, many of our students have a range of complex, specific learning, social communication and emotional difficulties.

This role will be working with students in internal and public exams, by providing the access arrangements that they are entitled to. This includes roles as a reader, scribe, language modifier, prompt, and invigilator. It is a requirement of the role to be available for annual mock exams (initially early January 2022) and to have good availability throughout May and June for public exams (mornings and afternoons Mon-Fri). It is also a requirement to work with students on an ad hoc basis in between these times, to practise their exams skills.

The ability to converse at ease with students and communicate in accurate spoken and written English is essential to the role.

Duties and responsibilities:-

- To carry out roles as a reader, scribe, language modifier, prompt and invigilator in line with JCQ regulations
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals as appropriate
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Any other duties and responsibilities appropriate to the role

You will need to:

- Have excellent communication skills
- Be approachable and responsive to the needs of the school and the community
- Have good ICT skills

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The Levels School Limited
Company Number: 12567053



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- Have an excellent work ethic and be a strong team worker

We can offer you:

- Staff with a vision of excellence for the future
- Children who love learning and want to achieve
- A well-resourced and stimulating environment
- A strong emphasis on teamwork

The role of Exams Scribe is offered on a zero hours contract.

We are looking to appoint flexible, adaptable and dedicated individuals. Experience in working with individuals with SpLD and some SEMH difficulties would be beneficial but not essential. Prior experience working as a scribe and language modifier certification are desired but not required.

Closing date for applications: ongoing.

Please email humanresources@thelevelsschool.co.uk or exams@thelevelsschool.co.uk for the job description or for more information.

Please note, we reserve the right to close the vacancy early should we receive a suitable number of applications.

The Levels School is an equal opportunity employer. We support difference, celebrate diversity and are committed to creating an inclusive environment for all.

The Levels School is committed to safeguarding and promoting the welfare of everyone in our care. This post is subject to an enhanced DBS check and suitable references will be sought prior to your employment start date.