



Reader / Scribe Casual

Application Pack



CLEEVE SCHOOL
AND SIXTH FORM CENTRE OF EXCELLENCE

ASPIRING
COLLABORATING
TRANSFORMING

Our Mission

Transforming Lives, Creating Opportunities, Inspiring Futures

Dear prospective candidate,

Thank you for the interest you have shown in Cleeve School!

We are one of the most innovative, forward-thinking and dynamic schools in the region, and are very much becoming the school of choice for families and staff. Our on-going Year 7 intake is now 310 students, which reflects our school's success, growth and vibrancy.

Over the next few years, our student numbers are set to move towards 1950, which includes up to 400 students in our state-of-the-art Sixth Form Centre of Excellence. Scale brings amazing opportunities, for teaching breadth and also for career development, including with research and pedagogy, within our Teacher Training Centre and with many career pathways within our extensive 'pastoral' and 'Cleeve Character' student development provision. Both have been recognised by Ofsted very recently.

In joining Cleeve, you would be joining a rapidly growing, values-driven school, that places staff training and development at the heart of everything we do. By getting this right, we know the education offer for our students will be exceptional. We are a designated training school, working closely with local Universities.

Student outcomes are moving from strength to strength. Our partnerships with some highly esteemed industry-based partners and the broader educational sector are transformational because they open doors to a rich eco-system of enrichment, opportunity and development, for students and staff.

Our Sixth Form Centre of Excellence cost in excess of £5 million and we have opened a £1 million Teacher Training Centre, which further underlines our vision for growth, opportunity and excellence. We are a large family, but also one with huge warmth and care, where every person matters, and we celebrate our diversity and richness.

We are a mission-driven school and therefore we strive, on a daily basis, to transform lives, create opportunities and inspire futures, for staff and students, alike.

We are on a wonderful journey. Come and join us!

Alwyn Richards



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Staff Wellbeing at Cleeve School

At Cleeve School, you'll be part of a school with a vision that:

"Staff wellbeing will be at the heart of our employment strategy, focusing on developing productive and engaged colleagues who have the resources and capacity to deliver their best every day."

We recognise that we are on a journey, but we are determined to keep moving forward. Most importantly, you'll be joining a team where staff genuinely value one another, feel supported by their colleagues, and share the growth mindset of our students. Together, we are building a positive, resilient, and inspiring environment where everyone can succeed.

Our Wellbeing Offer

Work–Life Balance

- Protected time for planning and professional development
- Careful consideration of the school calendar for after school events
- Flexible working opportunities explored where possible

"I am happy and proud to be a part of Cleeve and can honestly say this is the happiest I've been in a school work place."

2025 Staff Survey

Mental Health & Emotional Support

- Access to our **Employee Assistance Programme**, and **Occupational Health support** when needed
- On site support from **Mental Health First Aiders**, and dedicated **Wellbeing Officer**
- **Reflective supervision** for staff working with high levels of child welfare and safeguarding cases

Physical Health & Lifestyle

- Annual **Staff Wellbeing Day** with activities to address key staff wellbeing concerns
- **Staff clubs** including cricket, Pilates, and football — encouraging connection, fun, and active lifestyles
- **Social events** throughout the year to strengthen team spirit
- **Cycle-to-work** scheme and use of **School Gym**

"Since moving to this school I enjoy my job again,"

2025 Staff Survey

Professional Growth & Recognition

- **Colleague Thank you scheme** to celebrate staff achievements and contributions on a weekly basis
- Tailored **CPD pathways** to support personal and professional development at all career stages and **coaching and mentoring** programmes



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Job Advert

Transforming Lives, Creating Opportunities, Inspiring Futures

Reader / Scribe for Exams and Assessments

Casual Contract, £12.73 per hour plus holiday pay

We are recruiting a Reader/ Scribe to join our Exam Invigilation Team to supervise students during exams. Working hours are flexible and full training will be given. Further details about the role are available later in this pack.

The school is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people, and therefore expects all staff and volunteers, to share this same commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

Please apply using our online application available on the Cleeve School Website

Two Hedges Road, Bishop's Cleeve, Cheltenham GL52 8AE
Email: recruitment@cleeveschool.net Tel: 01242 672546

For an informal discussion about the role, please contact the school.



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Job Description

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Reader Scribe

Salary and Hours: £12.73 per hour plus holiday pay.

Reporting to : Executive Head, under the day-to-day leadership and management of the SENCO and assistant SENCO

Accountable for: Reading and scribing for students with an appropriate access arrangement in examinations and assessments

KPIs for the role (and some of these should appear within the annual appraisal cycle)

Under the management and guidance of the SENCO and Lead TA, to read and/or scribe during examinations or controlled assessments for pupils with access arrangements in accordance the Joint Council for Qualifications (JCQ) Regulations.

Key Responsibilities

Duties of a reader

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Cleeve School's regulations and instructions
- A reader must read the exam paper or assessment materials accurately to the candidate
- A reader may only read the instructions of the question paper(s) and questions and must not explain or clarify questions
- A reader may repeat the instructions of the question paper or questions but only if the candidate requests the reader to do so
- Where an examination paper is testing reading (e.g. in English) only the instructions must be read not individual questions or text
- A reader must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate
- A reader must not advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered
- A reader must not decode any symbols and unit abbreviations
- A reader may read back, when requested, what the candidate has written
- A reader may, if requested, give the spelling of a word which appears on the paper but otherwise the spellings must not be given

Duties of a Scribe

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Cleeve School's regulations and instructions
- A scribe must write accurately, and at a reasonable speed, what the exam candidate has said
- A scribe must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper
- A scribe must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate
- A scribe must write a correction if requested to do so by the candidate
- A scribe must immediately refer any problems in communication during the examination to the invigilator
- A scribe must not give factual help to the candidate or indicate when the answer is complete
- A scribe must not advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered
- A scribe may at the candidate's request, read back what has been recorded



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Job Description

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General Duties

- Attend training sessions as required
- Maintain regular contact with the Lead TA regarding availability
- Be aware of and comply with the policies relating to child protection, confidentiality and security.
- Be aware of the exam board regulations
- Be aware of the School's evacuation procedure in the event of an emergency and be familiar with the emergency procedure for each examination venue.

Key Skills and aptitudes

Training, qualifications and experience

Essential

- Educated to at least GCSE grade C or equivalent in English and Mathematics.
- Declare if they have any current maladministration/malpractice sanctions applied to them

Abilities and Skills

Essential

- Excellent interpersonal and communication skills
- Excellent command of written and spoken English
- Excellent ability to remain calm under pressure
- Commitment to safeguarding and promoting the welfare of children

This is a casual position within the Exam Invigilation team. The casual nature of the post means that neither a permanent contract is issued nor fixed hours determined.

All Job Descriptions are subject to review.



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Thank you for your interest in working at Cleeve School.
For more information, please visit our website and social media channels.

www.cleeveschool.net

Facebook: @CleeveSchool

Twitter: @Cleeve_School

Instagram: @cleeveschool



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