

# SOUTHMOOR ACADEMY and The Sixth Form

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# CEO: Mrs J Maw

# Headteacher (Southmoor Academy): Mrs J Maw

Headteacher (Sandhill View Academy): Mrs J Dodd

**Post:** Exam Invigilator

**Starting date:** As soon as possible

**Salary:**  SCP £24,404 (£12.65 per hour) pro-rata relative to weeks worked

**Location:** Southmoor Academy

**Contract type**: Casual (during the Exam Seasons November, January, May, June and Mock Exams usually from February to May) Dates vary each year and throughout the year.

We are a family of academies who share one vision:

**To provide the highest quality education for young people in the communities we serve**.

Our vision goes beyond our own Trust. We want to contribute to the broader regeneration of our region by empowering our students to have high aspirations, achieve excellent outcomes and enjoy learning.

We aim to achieve our vision by being an **excellent** employer who ensures that all staff within and across our academies work together with high levels of moral integrity. We base every decision around one fundamental question: how will things improve for our young people as a result of this?

Our Academies share one vision and implement the same policies, but we are proud that each has its own unique identity. Staff collaborate within and across academies. We are committed to continually developing all staff so that they have high levels of satisfaction and are motivated to provide the best possible teaching and support to our students. We have the organisational expertise to support our academies and to support the sustainable growth of the Trust.

We are committed to the recruitment, retention and development of excellent staff, who are passionate about building positive relationships and improving the life chances of our young people.

Our academies recognise the huge potential in all of our students, we have high expectations and insist on high standards for all. Both academies have been evaluated as ’good’ in all areas by Ofsted:

Southmoor (Ofsted September 2022): Leaders at Southmoor Academy have created a welcoming culture with high ambition for the pupils. Pupils and teachers get along very well. Behaviour in school is positive. There is very little low-level disruption. This means that teachers can teach uninterrupted. Staff enjoy working at the school and they are proud to work here. There is a strong sense of teamwork. Staff recognise the efforts that leaders have made to manage workload.

Southmoor 16-19 study: Students are mature and sensible. Current students in Years 12 and 13 are making good progress on their chosen courses because teaching is consistently good and members of staff are on hand to support them every step of the way.

Sandhill View (Ofsted September 2021): ‘Leaders have put in a place an ambitious curriculum to challenge pupils and encourage them to aim high… Curriculum leaders have organised the topics in each subject so that pupils can build on what they already know. Pupils learn effectively in lessons because they enjoy learning, and their behaviour is good.’

We are looking for a candidate to ensure the smooth running of exams from start to finish. Including:

* The distribution of exam papers at the start of exams.
* Checking that pupils are in their correct seats.
* Ensuring there is no malpractice during the exam.
* To help in the collection of exam scripts which need to be collected in order, by candidate number. In the event of any discrepancy or irregularity in the progress of an examination, to give a verbal report to the Examination Officer.
* To help mark the exam papers off the register and batch up for the exam board. The post will require the successful applicants to be self-motivated, have good communication and organisational skills.
* Communicate with the Examination Officer, support training of new invigilators

Interested applicants should visit our website for further details: [www.southmoorschool.co.uk](http://www.southmoorschool.co.uk)

**Closing Date for receipt of applications is 9.00 am on the last working day of the month.**

Applications should be returned to Sam Ferry, Head or HR and PA to CEO [HR@aspirenortheast.co.uk](mailto:HR@aspirenortheast.co.uk)

**Aspire North East Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to a enhanced DBS check.**