

Penketh High School

Job Title: Casual Interpreter (GCSE Language Exams)

Grade: Grade 6, SCP15 - SCP22: £17.90 - £20.09 per Hour (inc. Holiday Pay)

Responsible To: Exams and Data Manager

Required on a casual basis for exams in Late March to Early May (Dates TBC).

We are seeking to appoint enthusiastic individuals to our Causal Interpreter Team, to provide additional support for pupils to assist in the preparation and delivery of GCSE qualifications. In particular, we are seeking individuals whose first language is one of the following:

- Arabic
- Greek
- Russian

We would consider appointing candidates whose first language is not the target language but have been educated to Degree Level in the target language.

We are looking for professional, organised, and reliable candidates, who can communicate in the target language and can support candidates in preparing for the Listening, Speaking, Reading and Writing components of the GCSE. The successful candidate will also be required to conduct the Externally Assessed Speaking Test in the target language.

The postholder will be supported by the English as an Additional Language Coordinator and the Exams and Data Manager to successfully facilitate the requirements of the role. A willingness to contribute to other areas of school life would be welcome. The majority of the work will be offered between March and May, and the successful candidate will be expected to commit a proportion of time during this period. There may be other work available outside of this period.

Penketh High School is an oversubscribed community facing school that is determined to support the academic and holistic development of pupils in order that they leave the school with a strong skillset and positive life chances.

The school is focused on providing the very best provision for pupils by supporting the professional development of staff, offering a comprehensive and focused CPD programme and encouraging staff to engage with external, nationally recognised professional qualifications. This provision of professional development includes a comprehensive programme to support teachers new to the profession.

Penketh High School is a proud member of The Challenge Academy Trust (TCAT), sharing its mission to 'serve, challenge and empower the educational community.'

At The Challenge Academy Trust, we are building a culture that champions better work and working lives across the Trust; a framework to support and develop our workforce from 'hire to retire'. We are committed to providing a workload that is fair and reasonable, work environment where employee health and wellbeing are actively supported and promoted and structured personal and professional development.



Continuing Professional Development

Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



TCAT Plus (Health and Wellbeing and Staff Discounts)

TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



Hub Support Model

Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



Maternity, Paternity, Adoption and Shared Parental leave

Enhanced maternity and adoption pay for eligible employees.



Cycle to Work Scheme

Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



Smart Tech

A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



Pension

A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



Workload Strategy

We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.



Car Benefit Scheme

A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



Enhanced annual leave for support staff

8 bank holidays plus up to 31 days annual leave.



Entitlement to occupational sick pay

Up to six months full pay and six months half pay in the event of being unable to work.

Join The Challenge Academy Trust and be part of a supportive community that values deep connections with students, parents, and staff. Thrive in a role where teamwork, professional growth, and job satisfaction are paramount, and enjoy the flexibility and diversity of our engaging activities. Join us to make a lasting impact on the lives of students.

The Challenge Academy Trust is committed to promoting the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to an Enhanced DBS check. We are an Equal Opportunities Employer, and our employment policies, procedures and practices are regularly reviewed to ensure compliance with legislation. We are committed to creating a workplace culture that is inclusive, positive, and fair with opportunity for all.

All details and an application form can be found at www.penkethhigh.org For any further details please contact HR on 01925 722298 or email hr@penkethhigh.org

Closing Date: Thursday 28 November 2025

Interviews: W/C Monday 1 December 2025

Job Description

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Grade: Grade 6, SCP15 - SCP22: £17.90 - £20.09 per Hour (inc. Holiday Pay)

Responsible To: Exams and Data Manager

Key Purpose:

- Under the direction/instruction of EAL Coordinators and/or senior staff, provide interpretation and translation to pupils and parents whose first language is not English.
- Under the direction/instruction of the EAL Coordinators, support pupil's preparation for qualifications in their own language.
- Under the direction of the Exams and Data Manager, conduct speaking tests with pupils who are sitting a qualification in their own first language.

This description gives an indication of the main tasks, which will need to be performed.

Main Responsibilities:

- To establish good working relationships with the school, the EAL Coordinators and pupils.
- To provide simultaneous interpretation to pupils and parents at planned school events delivered by school staff with access to the material in advance so preparations can be made.
- To provide simultaneous interpretation to pupils and parents in response to questions raised and answers provided.
- To translate documents and other information.
- To work with groups of pupils in their own language to provide appropriate support.
- Under the supervision of the EAL Coordinators, work with small groups of pupils to support preparation for GCSE exams in pupils' first language and provide feedback to pupils and the EAL Coordinators.
- Working with the EAL Coordinators, provide assessment of practice papers for exams in pupils' first language.
- Under the direction of the Exams and Data Manager, and in compliance with JCQ regulations, prepare to deliver and conduct the speaking test for GCSE exams in pupils' first language.
- To attend all training sessions as directed by Exams and Data Manager.
- Any other duties that are in accordance with the post as instructed by the Exams and Data Manager or Principal

Personal Specification

Attributes	Criteria	Essential / Desirable	How Identified
Experience	Experience of working in a school.	D	A
	Previous translation / interpretation experience.	D	A
Education & Training	EITHER Target Language is first language. OR Educated to Degree level in target language.	E	A
Knowledge	Working knowledge of relevant policies / codes of practice / legislation, such as Child Protection.	E	A / I
	Working knowledge of JCQ Instructions for Conducting Exams and Awarding Organisation specific Instructions for Conducting MFL Exams.	D	A / I
	Working knowledge of qualification specification in target language.	D	A / I
Skills	Excellent written and verbal communication.	E	I / R
	Excellent interpersonal skills.	E	I / R
Additional Factors	Good attendance and punctuality.	E	R
	Enthusiasm for working with young people.	E	A / I / R
	Empathy for and understanding of young people.	E	A / I / R
	Committed to inclusive education.	E	A / I / R
	Willingness to contribute to the wider life of the school.	D	A / I / R
	Reliability.	E	R
	Commitment to safeguarding.	E	I / R

Key:

E – Essential
D – Desirable

A – Application

I – Interview

R – References