



November 2019

Dear Applicant

### Science Technician

Thank you for your interest in the post of Science Technician. Please find below some information regarding the college and this post. We hope that you will find the information of value in considering and, if appropriate, making your application.

Accommodation for Science currently comprises of five specialist laboratories serviced from a preparation room, two additional teaching rooms, an office and a prep room. These laboratories are well equipped and set up for practical work. The Science Technician works closely with Science teaching team and a Science Support Assistant who also currently works two hours per day in the department to assist mainly with clearing up and restocking of the labs.

Pupils work in mixed ability groups initially in Year 7; then grouping by ability occurs in Year 7 (after the first four weeks), Years 8 and 9. In KS4, students can take either double or triple science options. We have eight specialist Science teachers including physicists, chemists and biologists and a specialist learning support assistant.

We are 'A community of Courage and Commitment to Success', and we prioritise the development of leadership and character alongside striving for high levels of progress for all. The College was inspected by OFSTED this year and rated Good in all areas.

As with all staff we have high expectations of the person we hope to appoint this position will require a high level of organisation and practical skills and you will be expected to offer general assistance where possible within the department. We think that the successful candidate can expect of us a varied, supportive and lively environment in which to work and contribute. The Science team is welcoming, supportive and strongly resonates the Thomas Estley family and community ethos.

The closing date for applications is **Tuesday 26<sup>th</sup> November 2019**

I look forward to receiving your application.

Yours faithfully

Mr D Ansley  
**Science Curriculum Leader**

#### Success Academy Trust

Registered in England

Company No: 8135389

Registered Office: As above

VAT Registration No: 153 2274 31

Vice-Principals: C. Cornelius, R. Fegan

Assistant Principals: M. Young, J. Hartley

College Manager: A.M. Willett



SUCCESS  AT

THOMAS  
ESTLEY  
COMMUNITY  
COLLEGE

Community of courage and commitment to success

# *Application Pack*

# **Thomas Estley Community College**

## **“A Community of Courage and Commitment to Success”**

Thomas Estley is a successful 11-16 Community College serving the villages of Broughton Astley, Cosby as well as Whetstone and surrounding villages. We are the secondary school in Success Academy Trust, working with three local primaries and a preschool within the Trust, 'Building Leadership and Character Together.' We host part of Birkett House Special School within the college and are passionate about inclusion and meeting the needs of every one of our students.

The college has a strong tradition of innovative curriculum planning and its curriculum has been a national case study with aspects adopted by a number of schools locally and nationally. Thomas Estley is a Teaching School, lead school in the Thomas Estley Learning Alliance (TELA) including almost 40 secondary and primary schools, and a National Support School. As a result, the college engages in significant School to School Support and CPD provision. We are also a Centre for School Direct placements for those looking to train as a teacher. The college is a vibrant, innovative and forward-looking institution, a place which never stands still but constantly seeks improvement.

All of our Trust staff have a Staff Wellbeing entitlement and a Leadership Development entitlement, as well as our Three Keys to Success.

Featuring additional entitlement to our 'Three Steps to Success' for all our Success Academy Trust Staff

 **ENTITLEMENT TO OUR TRUST TRAINING PACKAGE AS APPROPRIATE TO CAREER STAGE DEVELOPMENT, ROLE AND EXPERIENCE**

 **TALENT MANAGEMENT DEVELOPMENT ROUTES WITHIN THE TRUST WITH A PERSONALISED CAREER PLAN**

 **WELLBEING FOR SUCCESS – OUR OWN PERSONAL WELLBEING AND SUPPORT PACKAGE TO HELP YOU FLOURISH**



All of our work is firmly based within our values, collaboratively agreed and committed to by all of our stakeholders.

1. Aiming to achieve our best.
2. Taking full advantage of every learning opportunity.
3. Showing resilience through our experiences and challenges.
4. Seeking out our talents and following our dreams.
5. Reaching out for opportunities to lead and encourage others.
6. Making a positive difference and celebrating success.
7. Including the whole community, sharing, caring and giving time as needed.
8. Treating each other with kindness, fairness and respect.
9. Finding space in our lives for fun, joy, praise and laughter.

# THOMAS ESTLEY COMMUNITY COLLEGE

## SUPPORT TEAM JOB DESCRIPTION

<b><u>Job Title:</u></b>	<b>TECHNICIAN (SCIENCE)</b>
<b><u>Grade:</u></b>	<b>JE Grade 6</b>
<b><u>Working Hours:</u></b>	<b>Term time Only Monday to Thursday 8.00am until 4.00pm (includes ½ hour break) Friday 8.00am until 3.30pm (includes ½ hour break) Plus, an additional 37 hours to be worked across the year as directed by Science Curriculum Leader</b>
<b><u>Responsible to:</u></b>	<b>Science Curriculum Leader</b>
<b><u>Functional Relationships:</u></b>	Teaching staff (Science), Science Support Assistant, College Manger, other teaching and support staff, College members, pupils, Parents, local community.
<b><u>Job Purpose:</u></b>	A contribution to the provision of a comprehensive and seamless support service to the College which improves pupil outcomes and learning.

### **DUTIES AND RESPONSIBILITIES**

#### Areas of Responsibility

- **To ensure the availability of appropriate chemicals, materials and equipment, enabling the effective delivery of Science lessons**
- **To contribute to the management of Health and Safety within the Dept with reference to CLEAPSS and other local guidance**
- **To maintain personal and professional development**

#### Tasks

##### **A TECHNICAL**

Repair, construction and testing of apparatus and equipment for each lesson and lab, preparation and disposal of solutions, chemicals and cultures in accordance with Health & Safety guidance and COSHH regulations

Stock control of all consumable materials and worksheets/other written materials within budget/ controlling budget in consultation with Science Curriculum Leader

To support the use of ICT within the Science Dept

To provide support in a classroom as required.

Assist with updating and filing of resource sheets within the dept.

##### **B HEALTH AND SAFETY**

Responsibility for the maintenance of all laboratory safety equipment

Recording and record keeping of consumable materials in accordance with the appropriate national and local regulations

Responsibility for the organisation of maintenance checks and repairs of tools and equipment as required by local and national regulations

Storage and use of chemicals in lines with COSHH and CLEAPSS regulations

## **C NON TECHNICAL**

Washing/cleaning of apparatus after use and its replacement in the place of use or storage in the laboratories or in the preparation room – with assistance from a Science Support Assistant

Cleaning of laboratory sinks, experiment preparation areas and fume cupboards

Maintenance of fixtures and fittings within the laboratories and preparation room. Including gas, water and electrical supplies

Liaison with outside bodies to arrange visits.

## **D GENERAL**

Undertake duties elsewhere within the Support Team as required. Such other duties as required commensurate with the grade of the post.

The tasks listed are not intended to be an exhaustive list of all tasks to be undertaken, but rather a general outline of the main duties and responsibilities of the postholder. You may be asked to undertake other duties appropriate to the grading of the post, whether within the Science dept or elsewhere within the college, at the discretion of the Principal. This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. In fact the make up and emphasis of duties will be one area covered in annual review of the post and rewritten accordingly. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

It is vital to the ethos of the Support Team that the postholder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the Team and treats co-operation and support for colleagues as a top priority.

## **SPECIAL INSTRUCTIONS**

To ensure a safe working environment in accordance with Health and Safety Regulations

To attend fire drills and staff meetings as required

To attend training and professional development events as required

To respect the confidential nature of personal information

To support and sustain effective communications throughout the College

## **TRAINING AND DEVELOPMENT**

Participation in, contribution to and evaluation of training and development opportunities including those arising from annual staff review.

**THOMAS ESTLEY COMMUNITY COLLEGE**  
**PERSONNEL SPECIFICATION**

**Job Title:**                    **SCIENCE TECHNICIAN**

**Scale:**                         **GRADE 6**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS AND EXPERIENCE</b>	<p>GCSE or equivalent in a science subject</p> <p>Good standard of Numeracy &amp; Literacy</p> <p>Technician support or general experience in a similar setting/ or with similar equipment.</p> <p>Experience of multi-tasking in a complex and demanding environment.</p>	<p>First Aid qualification. Evidence of relevant qualification</p> <p>Experience of working with young people</p> <p>Health &amp; Safety qualification for practical work</p> <p>Good previous employment/school record including punctuality and attendance</p>
<b>SKILLS/KNOWLEDGE</b>	<p>Knowledge of CLEAPSS and related practices.</p> <p>Be able to organise own work Ability to work as a team member with a dynamic, enthusiastic and harmonious approach.</p>	<p>An appropriate understanding of Child Protection and school behaviour policies in relation to the post.</p>
<b>OTHER ATTRIBUTES</b>	<p>Reliability and commitment to confidentiality</p> <p>Attention to detail and the capacity to work accurately under pressure.</p> <p>Ability to prioritise tasks effectively to meet deadlines and to reprioritise in response to changing needs.</p> <p>Demonstrate excellent communication skills.</p> <p>A good level of interpersonal skills including customer care.</p> <p>Ability to respond flexibly to changing demands.</p> <p>Willingness to undergo training and be committed to continuous professional development.</p> <p>An empathy with young people</p>	

	<p>Must be able to work without supervision.</p> <p>Enthusiasm for the job and a positive attitude to solving problems together</p> <p>Able to empathise with colleagues, students, visitors and external contacts but to be assertive, if necessary, to achieve targets and complete tasks.</p> <p>Must eligible to work in the UK</p>	
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**Success Academy Trust is seeking to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable candidate with a disability.**