

# Lead Technician – Science Specialist

## Candidate Information Pack



**Small enough to care, big enough to deliver a positive impact**

November 2016

## Executive Headteacher's welcome

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Thank you for your interest in this opportunity to join Astley Community High School and Whytrig Middle School as **Lead Technician**. As a Science specialist, you will provide support for practicals across Key Stages 3, 4 and 5, as well as managing a wide range of resources. You will also line manage two other Technicians supporting the Arts and Technology Faculty at Astley Community High School, and liaise with the Technicians at Whytrig Middle School and Seaton Sluice Middle School to ensure a consistent approach. The important role of COSHH Co-Ordinator for both Astley Community High School and Whytrig Middle School will also be a priority.

It gives me great pleasure to introduce you to Astley Community High School and Whytrig Middle School, together with Seaton Sluice Middle School, form the Seaton Valley Federation of Schools. The three schools share a single governing body. Astley Community High School and Whytrig Middle School are co-located on the same site in Seaton Delaval, south-east Northumberland.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

Our staff are very focused on ensuring students achieve their best without losing sight of those individual needs. We are always keen to learn from other professionals and have developed an excellent relationship with other schools across the north-east to ensure teachers have access to a strong Continuous Professional Development programme. Building up the skills and capacity of support staff is also a key priority.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact **Matt Hiscock – Head of Science Faculty** on **0191 2371505**.



**John Barnes**

**Executive Headteacher – Seaton Valley Federation of Schools**

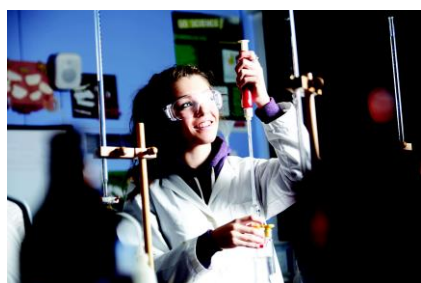
## Our ethos and values

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We have three main themes to our ethos:

- 1. To be a school that knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

## About our schools

School	Age range	Total number of pupils	Number in sixth form
Astley Community High School	13-18	550	166
Seaton Sluice Middle School	9-13	313	N/A
Whytrig Middle School	9-13	218	N/A

Astley Community High School attracts a number of students from outside the Seaton Valley area. There is a strong sixth form and we typically retain 70% of our Year 11 students for further study. More information about sixth form including our prospectus is available from: <http://www.astleyhigh.org/sixthform/>

Whytrig Middle School is a two-form entry school, with the majority of pupils starting Year 5 from our main feeder first schools: Holywell First School and Seaton Delaval First School.

## About our performance

School	Overall effectiveness	Last Ofsted inspection
Astley Community High School	Good	January 2016
Seaton Sluice Middle School	Good	February 2013
Whytrig Middle School	Good	January 2015

### Latest Ofsted report for Astley Community High School

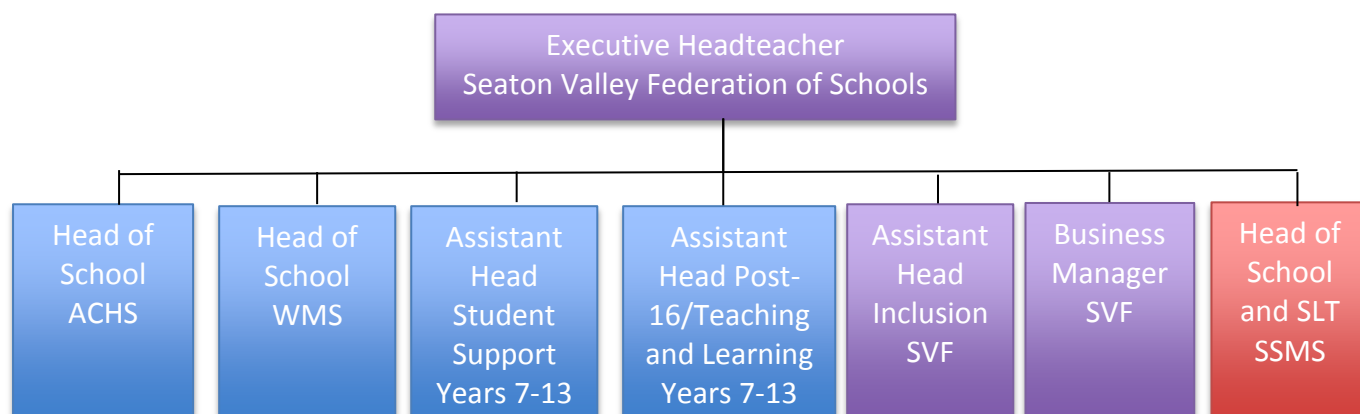
Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety	Good
Leadership and Management	Good

### Latest Ofsted report for Whytrig Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety	Good
Leadership and management	Good

## About our structure

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The Science Faculty is led by a Head of Faculty who works across Years 7-13 at both schools and reports to the Assistant Headteacher – Student Support.

## About the Science Faculty

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Over the next few pages you will find the advert, job description and person specification for the post of Lead Technician but we know that you will want to know more about our schools, which share a single site.

The Science Faculty at Astley has a proven track record of success built upon excellent teamwork. We are highly committed to maximising the potential of pupils of all abilities with all Science subjects popular at GCSE, BTEC and A-Level. In addition to being Head of Faculty, I am the Head of Chemistry. There are two further Chemistry specialists, a Biology specialist, a Physics specialist, a Biology/Physics teacher and a Psychology/Sociology specialist.

At Whytrig there is a specialist Science Teacher teaching across Key Stages 2 and 3, which gives students excellent preparation for joining Year 9 at Astley.

Both schools have specialist laboratories and there are two main preparatory rooms within the main Astley building with additional specialist store rooms.



**Matthew Hiscock, Head of Faculty – Science Years 7 – 13**



**Astley Community High School and Whytrig Middle School**

Elsdon Avenue  
Seaton Delaval  
Tyne and Wear  
NE25 0BP  
0191 237 1505

**Lead Technician – Science Specialist**

**37 hours per week, term-time plus ten days during school holidays**

Band 5: £18,023 - £19,766 per annum, pro rata of £20,456 - £22,434 per annum  
(pay award pending in April 2017)

We are seeking a motivated individual to join our professional technician team to support and complement the teaching and learning of Science to our pupils aged 9-18 at Astley Community High School and Whytrig Middle School, which share a single site in Seaton Delaval.

Duties will include preparing and maintaining equipment and materials required for demonstrations and practical experiments within the Science Faculty. You will also be responsible for stock control, ordering procedures and assisting students and staff in the classroom, ensuring that high standards of health and safety are achieved. With line management responsibility for two other technicians supporting arts and technology subjects, you will also act as the COSHH Co-ordinator for both schools.

The successful candidate will have at least a Level 3 qualification in a Science-related subject with a strong Biology and Chemistry component and knowledge of Microbiology and Physics an advantage. You must have good interpersonal skills with the ability to quickly establish and maintain good working relationships with both children and adults. High professional standards and a methodical and organised approach are also essential.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Interested in applying? A completed application form and criminal records declaration form must be submitted **by 12 noon on Thursday 8 December by e-mail to [svfjobs@svlp.org.uk](mailto:svfjobs@svlp.org.uk)**

It is expected that shortlisting will take place on Thursday 8 December and interviews will be held on Thursday 15 December.

Further information about all of our current vacancies is available at:  
<http://www.astleyhigh.org/aboutus/vacancies>

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title: Lead Technician</b>		<b>Director/Service/Sector:</b> Children's Services		<b>Office Use</b>
<b>Band:</b> Band 5		<b>Workplace:</b> Astley Community High School and Whytrig Middle School		JE ref: <b>SXXXX</b>
<b>Responsible to:</b> Information and Curriculum Support Manager SVF with day-to-day guidance from the Head of Faculty – Science Years 7-13 ACHS/WMS		<b>Date:</b> January 2017	<b>Manager Level:</b>	
<b>Job Purpose:</b> To work under the guidance of the Head of Faculty - Science to provide specialist support to staff and students at Astley Community High School and Whytrig Middle School including preparation and routine maintenance of resources and equipment. To line manage a small team of Technicians supporting Art, Design Technology, Music and Food Technology at Astley Community High School. To act as the COSHH Co-ordinator for Astley Community High School and Whytrig Middle School.				
<b>Resources</b>	Staff	Line management of small team of Technicians.		
	Finance	Placing orders, checking deliveries and invoices on behalf of the Science Faculty. Support the Head of Faculty with budget monitoring.		
	Physical	Laboratory and prep room equipment, preparation of science practical resources. Safekeeping of hazardous substances. Accuracy and security of manual and electronic records.		
	Clients	Internal: Staff and Students External: Other educational organisations, local authority, specialist advisory organisations, suppliers		
<b>Duties and key result areas:</b>				
<b><u>Science Technician for Astley Community High School and Whytrig Middle School</u></b>				
<b>Support for Pupils</b>				
1. Provide support for pupils in accessing learning activities as directed by subject teacher, ensuring good standards of health and safety and behaviour.				
<b>Support for Teachers</b>				
1. Create and maintain a clean, orderly and productive working environment in Science laboratories, preparation rooms and stores.				
2. Organise, store and maintain stock levels of chemicals and equipment.				
3. Timely and accurate preparation of specialist resources including solutions and materials including for practical examinations and controlled assessments.				
4. Timely preparation, assembly and basic maintenance of specialist equipment and apparatus including for practical examinations and controlled assessments.				
5. Trial practical activities in advance of lessons and assessments.				
6. Support the subject teachers in the preparation and maintenance of wall displays.				
7. Raise purchase requisitions, confirm goods received and check invoices and maintain financial records to enable the Head of Faculty to monitor the ACHS capitation budget for Science effectively.				
8. Provide ad hoc support with general administration tasks.				
9. Carry out health and safety checks on Science laboratories, preparation rooms and stores.				
10. Carry out safety checks, which may include electrical equipment, fume cupboards, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware and chemicals that deteriorate.				
11. Undertake COSHH risk assessments within Science ensuring the safe treatment and disposal of materials and responding to actual or potential hazards.				
12. Support the Radiation Protection Supervisor (RPS) in school with day-to-day oversight of the logging system.				



13. Support the Head of Faculty and subject teachers to undertake relevant risk assessments for activities and visits within Science.

#### **Support for the Curriculum**

1. Provide and guidance and support to the Head of Faculty and Subject Lead Teachers in meeting the practical requirements of the Science curriculum including Practical Activity Groups (PAGs).
2. Monitor and manage the use of resources and ensure their orderly and secure storage, cataloguing as required.
3. Maintenance of specialist equipment checking for safety and undertaking repairs within own capabilities and where appropriate.
4. Demonstrate and assist others in the safe and effective use of specialist equipment and resources.
5. Undertake structured and agreed learning activities under the supervision of subject teacher.

#### **Lead Technician**

1. Support the Information and Curriculum Support Manager to ensure technician support for the various curriculum areas is effectively resourced and managed across the Seaton Valley Federation of Schools.
2. Line manage the team of Technicians, in liaison with the relevant Heads of Faculty and Subject Lead Teachers, that support Art, Design Technology and Food Technology at Astley Community High School including recruitment, induction, appraisal, training and mentoring.
3. Liaise with Technicians supporting all curriculum areas across Astley Community High School, Whytrig Middle School and Seaton Sluice Middle School to provide professional advice and support.
4. Co-ordinate the ongoing review of health and safety procedures to enable Technicians at each of the three schools to ensure:
  - all members of staff working in laboratories, workshops and practical areas are aware of any safety precautions to be observed when undertaking potentially hazardous procedures;
  - only appropriately trained members of staff use potentially hazardous chemicals, equipment or machinery;
  - members of staff wear appropriate protective clothing;
  - all accidents are reported to the relevant Head of School and that the appropriate accident/incident report forms are completed for review by the Executive Headteacher;
  - any faulty equipment or machinery or potential safety hazards are reported to the Head of Faculty or Head of School as appropriate.

#### **COSHH Co-ordinator for Astley Community High School and Whytrig Middle School**

1. Provide advice and guidance to all Heads of Faculty/Subject Lead Teachers and Heads of Service Departments on the completion of COSHH risk assessments.
2. Work in partnership with the COSHH Co-ordinator at Seaton Sluice Middle School to ensure a co-ordinated approach to COSHH across the Seaton Valley Federation of Schools.
3. Liaise with the local authority's Health and Safety Team or external agencies/suppliers when specialist advice is required.
4. Work in conjunction with the Safety Co-ordinator for ACHS and WMS to ensure there is an effective approach to health and safety management across the Elsdon Avenue site.
5. Contribute and report to the Seaton Valley Federation Safety Management Team as required.

#### **General Responsibilities**

1. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate



person

2. Assist with the development of policies relating to confidentiality and data protection
3. Be aware of and support difference and ensure equal opportunities for all
4. Contribute to the overall ethos/work/aims of the school
5. Develop constructive relationships and communicate with other agencies/professionals
6. Participate in training and other learning activities and performance development as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. To undertake other duties and responsibilities as required commensurate with the grade of the post

The Seaton Valley Federation of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the schools' procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:	Ability to travel between the ACHS/WMS and the SSMS sites.
Working patterns:	Normal office hours, 8.30-4.30pm.
Working conditions:	Normally indoors.

Northumberland County Council  
**PERSON SPECIFICATION**

Post Title: Lead Technician		Director/Service/Sector: Seaton Valley Federation of Schools		Ref: SXXX
Essential	Desirable			Assess by
Qualifications and Knowledge				
QCF Level 3 or equivalent qualification in Science with strong Chemistry and Biology component		Awareness of National Curriculum and examination board specifications for Key Stages 3, 4 and 5 Science		
Very good numeracy and literacy at QCF Level 2 or above e.g. GCSE English and Maths at Grade C or above		Knowledge of Microbiology and Physics to support GCSE and A level provision		
Up-to-date knowledge of relevant health and safety legislation and guidance including COSHH, radiation protection etc		Relevant technician qualification e.g. Level 3 NVQ Diploma in Laboratory and Associated Technical Activities		
		Registered Science Technician (RSciTech) Award		
		COSHH Assessor training		
		Emergency First Aid at Work training		
		Use of fire extinguisher training		
		Supervisory management qualification or training e.g. NEBSM Certificate, range of CPD courses		
Experience				
Recent and relevant experience of working in a science laboratory in an educational establishment		Experience of working with pupils from Years 7-13		
Experience of safely handling and preparing chemicals in a laboratory environment		Experience of supervising a team		
		Experience of ordering and stock control		
Skills and competencies				
Ability to set up and maintain specialist Science equipment, resources and materials				
Ability to undertake testing and minor repairs of specialist Science equipment.				
Able to work as part of a team alongside other professionals				

<p>Ability to lead and motivate a small team of staff to ensure their effective performance</p> <p>Ability to plan and organise activities over a 12 month timescale</p> <p>Ability to analyse and interpret technical information and provide advice and guidance to others</p> <p>Ability to deal with a range of conflicting priorities and frequent interruptions</p> <p>Ability to relate well to young people and adults</p> <p>Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</p> <p>Ability to self-evaluate learning needs and actively seek out learning opportunities</p>		
<b>Physical, mental, emotional and environmental demands</b>		
<p>Ability to work flexibly</p> <p>Physical ability to move equipment and resources</p> <p>Handling of chemicals and other potentially hazardous materials</p>		
<b>Other</b>		
<p>Able to travel between school sites within the Seaton Valley Federation of Schools</p> <p>Satisfactory DBS enhanced criminal records certificate</p> <p>Good record of attendance and punctuality</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others  
e.g. case studies/visits

## Working in the Seaton Valley Federation of Schools

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We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- between 25 and 30 days' annual leave for support staff who work full year
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Northumberland County Council's Seaton Valley Library

## Living and working in Northumberland

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If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at [www.visitnorthumberland.com](http://www.visitnorthumberland.com) for more information.

## **Our commitment to professional development**

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We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

## **Our commitment to equal opportunities**

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We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

<http://www.astleyhigh.org/aboutus/policies-and-rules>

## Our commitment to safeguarding children and young people

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Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

## How to apply

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Please read the job description and person specification for the post carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed by 12 noon on Thursday 8 December 2016** with **Lead Technician** in the title of the e-mail to: [svfjobs@svlp.org.uk](mailto:svfjobs@svlp.org.uk). In exceptional cases we will accept applications by post however please contact us to discuss this in advance.

Please note that we do not accept CVs.

## Contact us

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Janet Das, HR Assistant, c/o Astley Community High School and Whytrig Middle School, Elsdon Avenue, Seaton Delaval NE25 0BP Telephone: 0191 2371505  
Websites: [www.astleyhigh.org](http://www.astleyhigh.org) [www.whytrig.northumberland.sch.uk](http://www.whytrig.northumberland.sch.uk)