

St Bede's

Catholic School
& Sixth Form College

Senior Science Technician

Candidate Information Pack

a community of faith hope and love

Headteacher's Introduction

It gives me great pleasure to introduce you to St Bede's Catholic School and Sixth Form College. In this information pack, you will find out more about our school and the post.

St Bede's is an outstanding, inclusive school and continues to grow in excellence. We deliver the highest standards in learning, teaching and behaviour and place great emphasis on striving for personal success. Our students achieve outstanding academic results but more importantly, they flourish as confident, caring young people, who use their talents for the common good.

I like to think that St Bede's is a very friendly, welcoming school. I believe that people achieve more when they feel happy, secure and valued. Our Catholic ethos rests at the heart of every aspect of school life and we are committed to enriching the spiritual development of every member of our school community.

Team spirit is very much part of the ethos here and there are high expectations of all staff, students and parents to work cooperatively, to make a positive contribution to the life of the school and to give their best. We want all our children to succeed and we want to create wonderful memories, which they will carry with them long after they leave St Bede's.

We have a focused and shared commitment to creative teaching and learning, which includes staff, families and the community and we are proud of what we do. There is an emphasis on mutual support through which we develop our shared professionalism. We are reflective and adaptive in our practice. This is a safe place to make mistakes - making mistakes is a good way to learn! We are happy to try out new ideas, because we want to ensure that every child succeeds.

We have a robust and personalised programme of continuing professional development to support all members of staff, whatever stage they are at in their career. This is an exciting place to work and to develop. The staff of St Bede's are noted for fostering a culture of the highest professional standards.

Please do read the information in this pack carefully and visit our website for further details about our school. You are also very welcome to arrange a visit, should you decide to apply for the post.

Neville Harrison
Headteacher



Mission Statement



The mission of St. Bede's Catholic School and Sixth Form College is to create an atmosphere of Catholic values, attitudes, practice and knowledge such that all children will have the opportunity for their faith to be nurtured. Thus they will be able to widen and deepen themselves as people in preparation for this life and for the life to come.

Aims & Values

St Bede's aims to be a community inspired by CHRIST to serve others.

Common Good

To promote a spirit of **charity**, social **justice**, global **stewardship** and concern for others leading to a contribution to the common good.

Hope

To be an educational community built on foundations of **faith**, **hope** and **love**, which reflects Christ's message of **compassion**, **solidarity** and **forgiveness**.

Respect

To build a community of mutual **respect** working towards a common understanding of high standards of behaviour, good **manners** and individual accountability, as well as encouraging students to make **responsible** and positive **choices**.

Inspiration

To be a caring, supportive and inclusive community inspired by **Christ**, recognised by our love of God and of our **neighbour** whilst nurturing qualities of **resilience**, **determination**, **ambition**, **courage** and commitment, in order to live fulfilling and purposeful lives.

Service

To follow Christ's example of **serving** others, in a climate of **kindness**, **humility**, **friendship** and **cooperation**.

Talents

To encourage all members of the community to foster a love of life-long learning so that they can use their **talents** to the full, pursuing **excellence** in all things and in doing so, bring Christ to each other.

About St Bede's



St Bede's School was opened in 1964 as a Grammar Technical School. Following amalgamations with two local Catholic Secondary Modern Schools, St Bede's became a comprehensive school serving the Catholic population of North West Durham.

The school is a voluntary aided school of the Roman Catholic Diocese of Hexham and Newcastle and opened as an academy on 1st June 2012.

The St Bede's catchment area is mainly from the Derwentside district, the major centres of population of which are Consett and Stanley. The school has an excellent reputation in the local community, working in close partnership with its feeder Primary Schools; it also attracts a number of pupils from outside its catchment area. All main school year groups are oversubscribed and our Post 16 pupil numbers are healthy. The number of pupils on roll is 1386, with 198 of these in our thriving Sixth Form.

Ofsted judged us as Outstanding in both our Section 5 and Section 48 Inspections: "St Bede's is a welcoming and inclusive school which provides an outstanding Catholic educational experience for all its members. Students are well supported and flourish in a community which helps them reach their fullest personal potential"; "all students flourish and achieve outstandingly well."

In September 2014, St Bede's became a National Teaching School, and as such, has been recognised as a centre of excellence with an outstanding performance and a track record of raising standards through supporting other schools, leadership development and initial teacher training.

POST:

Senior Science Technician

- **NJC for Local Government Officers Grade 6 (JE JRD N6649)**
- **Full time, permanent contract, beginning January 2019.**
- **Term time plus 10 days, (salary range within advert is at whole time pro rata - please note this will be reduced to reflect term time plus ten days).**
- **The post holder will be expected to attend inset provision relevant to the post and agreed in advance with their line manager, paid if the event is held outside of standard hours.**
- **Holiday entitlement – those of the school. It is expected that holidays are taken in school holiday time, except in exceptional circumstances.**
- **37 hours per week.**
- **Expenses paid for travel.**
- **Commitment from employer to continuous relevant CPD for post-holder.**
- **Commitment from employee to undertake training as identified within the job description.**

Responsibilities and Tasks

- To lead the Science Technicians in providing the Science department with a technical service that meets the teaching requirements at KS3, KS4 and KS5.
- To have overall responsibility for the promotion and observance of a healthy and safe working environment for the Science technicians.
- To train, develop and motivate the Science Technicians in meeting the above said requirements.
- To manage the safe functioning and integrity of all science laboratories, preparation and storage areas within Science under the direction of the Subject Leader for Science.
- To manage and maintain chemical and equipment stock levels so that science practical's can be delivered now and in the future.
- To give technical advice and support to teaching staff and the Science Technicians in the planning of practical lessons and supporting the department in the future development of new practical's.
- To manage the planning and delivery of all science practical's and resources on a daily basis, carry out demonstrations and assemble apparatus as needed.

Main Duties and Responsibilities

1. Manage the work of the Science Technicians as their line manager in consultation with the Subject Leader for Science and any other member of staff acting as an appraiser of the Science Technicians, including:
 - To direct the Science Technicians in their daily duties and responsibilities ensuring that the needs of the Science department are met in a timely fashion.
 - To the fullest extent possible, promote a positive working atmosphere amongst the Science technicians.
 - To organise the Science Technicians in their preparation of resources for future days' requirements.
 - Monitoring and managing the work of the Science technicians to ensure they are fulfilling their role effectively and in accordance with best practice in Health and Safety.
 - Keeping up to date with current Health and Safety regulations and best practices,

ensuring that procedures for Science technicians are put in place to ensure they are following Health and Safety regulations.

- To identify and organise long term projects so that they are smoothly integrated into the work schedule.
- To support and advise the Science technician team as and when required.

2. Development of the Technical Team:

- To identify any areas for improvement within the team and organise training to address these.
- To promote and foster a good team spirit which enhances the service provided.
- To utilise the strengths of the individual in their work and have others learn from their strengths.
- To keep abreast of any changes and incorporate into the team the skills necessary to meet these changes.

3. The Management of Health and Safety within Science areas:

- Ensure that regular health and safety checks of science equipment, safety equipment, chemicals and radioactive sources are carried out following the schedule in the Department Health and Safety policy and that appropriate records are kept.
- Conduct and document annual risk assessments of the laboratory areas.
- Conduct and document annual risk assessment for COSHH within the Science department.
- To contribute to the production of a health and safety policy and risk assessments for the Science Department.
- Liaise with the Subject Leader for Science regarding safety issues.
- Ensure the health and safety and integrity of all Science areas.
- Maintain, check and ensure the safety of all storage areas for flammables, corrosives and hazardous chemicals.
- Daily inspection of all laboratories.
- Safe disposal of chemical and biological waste materials.
- To respond to risk assessment analysis by teaching staff.
- To be aware of the contents and procedures within the CLEAPSS handbook.
- Contribute at the Science department meetings regarding Health and Safety in the department.
- To be a first aider (training will be given).
- To be part of the Health & Safety Committee group.
- Additional tasks identified by the Subject Leader of Science as being relevant to efficient laboratory management.

4. Management of Chemical and Equipment Stock Levels:

- Monitor stock levels and advising the Subject Leader of Science when replacements are required.
- Set up appropriate storage areas for equipment and chemicals with due regard to COSHH regulations, in labs and the prep rooms.
- To manage the stock level of chemicals and equipment within the department:
 1. no excessive stock to be held,
 2. sufficient supplies to meet practical requirements,
 3. re-order supplies as necessary in a cost effective manner.
- To anticipate and cater for potential and future practical's.
- Maintenance of science resource stock held in the science prep. room.
- Purchase of food and consumables as required.
- Disposal of out of date departmental stock.
- Repair and maintenance of equipment.
- Unpack and verify deliveries. Liaise with Finance Team regarding any errors.

- Production, maintenance and use of a computerised stock control and retrieval system.
- Stock control to include stationery.
- Document all chemicals held on site and their location.
- Keep track of total expenditure on scientific equipment and chemicals each academic year.

5. Advising and supporting the Teaching staff in their practical planning:

- Development of expert knowledge of the resource collection to encourage, advise and help teaching staff in their use of resources.
- Raise staff awareness of the range of resources and stock available and providing access to these materials as required.
- Support teaching staff in the delivery of practical lesson content.
- Support teaching staff in the development of virtual resources.
- Advise and assist in the development of new practical's ensuring that they work effectively in a classroom environment.

6. Management and delivery of practical's and resources on a daily basis:

- Management of equipment request slips from teaching staff on a daily basis.
- Preparation of student requirements for individual project work including solutions, agars and broths for microbiological projects.
- Liaise with staff and students advising on methods, procedures and safety.
- Ensuring best practice in the preparation of chemicals and other materials for use in lessons.
- Setting up appropriate procedures for timely delivery and collection of equipment from labs and ensuring that all equipment is returned promptly to appropriate storage.
- To instruct individual students in laboratory techniques
- Liaising with science teaching staff over the:
 1. Supply of equipment and consumables for practical lessons.
 2. Setting up of equipment for practical lessons.
 3. Removal of equipment and clearing work areas after practical lessons.
 4. Design and construction of equipment.
 5. Preparation of chemical stock solutions.
 6. Cleaning and checking of glassware.
 7. Care of animals and plants.
 8. Sterilisation of apparatus.
 9. Cleaning and unblocking laboratory sinks.
 10. Setting up of data logging equipment.

Other Specific Duties

To undertake the lead role within the Science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

As time allows, under the direction of the Subject Leader of Science, to provide technical assistance during lessons and in extracurricular activities, and to manage the contribution of other technicians in this regard.

To be a first aider (training will be provided if required)

Be part of the school lunch duty team.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>Skills / knowledge</u>	<p>Ability to communicate effectively both verbally and in writing.</p> <p>Ability to work to deadlines.</p> <p>Ability to manage time effectively and to work flexibly.</p> <p>To be self-motivated and able to prioritise work.</p>	<p>Working knowledge of reprographics equipment.</p> <p>Ability to operate a range of ICT equipment and other specialist resources.</p>
<u>Experience</u>	<p>Experience of and/or training for employment within a technical field.</p>	<p>Experience of working in a busy school science environment.</p> <p>Working knowledge of relevant policies, procedures, regulations/legislation eg health and safety and COSHH.</p> <p>Experience of carrying out health and safety risk assessments.</p> <p>Experience in the preparation of practical resources in biology, physics and chemistry across key stages.</p> <p>Experience of working in a relevant discipline within a laboratory or similar environment with the necessary technical skills.</p> <p>Experience of working with Microsoft Office applications and other science related software with particular emphasis on Microsoft Word and Excel.</p>
<u>Personal Qualities</u>	<p>Good interpersonal skills.</p> <p>Receptive to change.</p> <p>Team Player.</p> <p>Flexible approach to work.</p>	<p>Be able to use a variety of communication methods.</p> <p>Be aware of virtual environments and be willing to train in their functionality.</p> <p>Ability to lead and be proactive within the field of Health and Safety.</p>
<u>Motivation</u>	<p>Enthusiastic.</p> <p>Proactive.</p> <p>Willing to undertake training when necessary.</p>	<p>Be willing to explore new methodology and systems and be supportive of new initiatives.</p> <p>Ability to demonstrate practical techniques to students.</p>
<u>Qualifications</u>	<p>Personal and/or professional development training relevant to this post.</p> <p>GCE, GCSE pass or equivalent of NVQ Level 2 in Maths/numeracy and English/literacy.</p>	<p>Degree.</p> <p>An A Level science subject.</p> <p>Additional academic qualifications.</p> <p>Appropriate first aid training.</p>

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding, promoting the welfare of children and British Values. If you are shortlisted, any relevant issues arising from your application and reference will be taken up at interview.

Application

Please return a completed support staff application form including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification.

Completed applications must be received by **9am on Friday 2nd November 2018**, addressed to:

Mr N Harrison
Headteacher
St Bede's Catholic School and Sixth Form College
Consett Road
Lanchester
County Durham
DH7 0RD

or by email to the Headteacher's PA, Mrs J Underwood at:

junderwood@stbedes.durham.sch.uk

Interviews are scheduled to be held week commencing **Monday 12th November 2018**. If you have not heard from us within 4 weeks, please assume that you have been unsuccessful on this occasion.

OUR SAFEGUARDING COMMITMENT:

St Bede's Catholic School and Sixth Form College:


- is committed to the protection and safety of its students. Appointment will be subject to an enhanced DBS check, satisfactory medical report and satisfactory references;
- is an equal opportunity employer;
- operates a strict no-smoking policy.



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