

LABORATORY AND SCIENCE TECHNICIAN

CANDIDATE INFORMATION PACK

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community, spread across two sites in Amble, on the beautiful Northumberland coastline.

Years 5 to 7 are taught on our lower school site, and, unlike many primary schools, we have fully equipped and dedicated science laboratories, an enviable Design Technology workshop, Food kitchen, Art studio, ICT suite and PE facilities that our students take advantage of to enhance their learning.

Years 8 to 13 are taught on the upper school site and take advantage of a fabulous array of facilities including an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all of our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. In 2019 [the last year of exams before covid] we celebrated our best ever set of GCSE results – a key measure that had improved each year for three consecutive years. In that same year, our A-level results were up there with the very best in Northumberland and we were the highest performing school in the county for the highly academic measure of AAB+ with at least two facilitating subjects.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students. It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

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 posts then please contact Amy Crawley, Business Manager on 01665 710636.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'Neil Rodgers'.

NEIL RODGERS
Executive Headteacher

Our vision and values

Our vision and values are simple: we navigate, we illuminate and we shelter.

HOW WE NAVIGATE

We trust and empower our staff to make the right decisions. We all know what we are accountable for, and we stick to the rules. We don't seek to blame, but to learn. We are fair and ethical, gaining the respect of others through acting with integrity. We work at pace, but collaboratively, building effective relationships. We promote simplicity, innovation and learning to get the best results.

HOW WE ILLUMINATE

We exceed people's expectations with our can-do attitude. We encourage and listen to others' views, needs and suggestions. We are imaginative about better ways of delivering services and work together to achieve the best results. We exhibit and encourage a sense of pride in the achievement of our personal, team and organisational goals.

HOW WE SHELTER

We provide clarity of expectation of behaviours and how these behaviours create a positive, open and honest environment. We support the diversity of teams and trust others to fulfil their responsibilities. We build and maintain relationships with each other, students, parents and the wider community and encourage others to do the same.

AIMS

We firmly believe in the potential of every single student and that everyone is capable of achieving great things. We want our students to leave us well qualified, well rounded and confident. Students will be ready to go out into the world and make the most of every opportunity. This is reflected in our vision and values and is demonstrated in the way we work with our young people.

We aim to:

- Deliver excellence in teaching and learning
- Challenge and inspire students to achieve academic success
- Provide students with excellent facilities, experiences and an overall stimulating learning environment
- Commit to the all – round development of every student
- Help students to acquire the social skills, knowledge and understanding needed for future success
- Provide dedicated and supportive pastoral care
- Work in partnership with the local community.

Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Learning and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

Laboratory/Science Technician

Permanent, 35 hours per week (term time plus 10 days)

Band 3 £19,171-19,554 pro rata

We Navigate. We Illuminate. We Shelter.

We require a Laboratory/Science Technician to join our school support staff team as soon as possible.

We are looking for a supportive, confident and positive individual who is keen to apply their knowledge of scientific apparatus and techniques in a laboratory setting to help inspire the scientists of tomorrow.

This is an exciting time to join JCSC as we continue our journey towards excellence. You will join a thriving Science department, recognised by OFSTED as supporting pupils in making good progress.

You will:

- Organise and prepare specialist resources and practical equipment, as requested by the science teaching staff.
- Prepare and maintain specialist equipment, and monitor the use and safe storage of chemicals and equipment.
- When required, assist subject teacher with learning activities to support the health and safety and progress of students.

We can offer you:

- The opportunity to progress and grow, with support for specialist professional development to support the role requirements.
- A friendly and supportive working environment amongst a dedicated staff team.

Further details about the school and vacancy can be obtained from www.jcsc.co.uk or by emailing ibailey10@jcsc.co.uk, Director of Science.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? Completed forms must be emailed to Linda Gordon, Business Support Officer at lgordon01@jcsc.co.uk. The closing date for applications is noon on Friday 24th September 2021. Interviews will take place during week commencing Monday 27th September 2021.

JOB DESCRIPTION

Post Title: Science Technician – Level 2	Children’s Services Directorate		HRMS Ref: SG27
Band: 3	Workplace: James Calvert Spence College		
Responsible to: Director of Science	Date:	Manager Level:	
Job Purpose: To work under the direct supervision and instruction of the Team Leader to provide specialist support to a specific area to all staff and students including preparation and routine maintenance of resources and equipment.			
Resources	Staff	None	
	Finance	None	
	Physical	Lab equipment, preparation of science practical resources	
	Clients	Internal: Staff and Students External: Other educational organisations	
Duties and key result areas:			
The main duties of the post are:			
Support for Pupils			
1. provide support for pupils in accessing learning activities as directed by subject teacher			
Support for Teacher			
1. Create and maintain a clean and orderly and productive working environment			
2. Timely and accurate preparation of specialist resources as set out in instructions			
3. Timely preparation and basic maintenance of specialist equipment as set out in instructions			
4. Assist subject teacher with learning activities ensuring health and safety and good behaviour of students			
5. Support the subject teacher in the preparation and maintenance of wall displays			
6. Provide ad hoc support on admin tasks			
Support for the Curriculum			
1. Monitor and manage the use of resources and ensure their orderly and secure storage, cataloguing as required			
2. Maintenance of specialist equipment checking for safety and undertaking repairs within own capabilities and where appropriate			
3. Demonstrate and assist others in the safe and effective use of specialist equipment and resources			
4. Undertake structured and agreed learning activities under the supervision of subject teacher			

Support for the School

1. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Participate in training and other learning activities and performance development as required
6. Attend and participate in relevant meetings
7. Assist with the management of students outside the classroom eg school trips
8. Assist with the supervision of students outside normal lessons eg after school clubs
9. To undertake other duties and responsibilities as required commensurate with the grade of the post

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:**

None

Working Patterns:

Normal

Working Conditions:

Normally indoors

PERSON SPECIFICATION

POST TITLE: LABORATORY/SCIENCE TECHNICIAN Level 2	WORKPLACE:	REF: SG27
ESSENTIAL	DESIRABLE	ASSESS BY
Knowledge and Qualifications		
NVQ level 3 or equivalent qualification in a science based area Very good numeracy and literacy (NVQ level 2 or above)	Emergency First aid	(a), (i)
Experience		
Recent and relevant experience of science based learning or environment	Experience of working in an educational establishment	(a), (i), (t)
Skills and competencies		
Awareness of relevant codes of practice and legislation Ability to use office equipment eg photocopier, video recorder, PC Appreciate the support role of other professionals Ability to relate well to young people and adults		(a), (i), (t)
Physical, mental and emotional demands		
Ability to work flexibly Ability to move equipment – physical ability		(a), (i), (t)
Other		
Willingness to participate in training and development		

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