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Appointment of

Science Technician

APT&C Grade 5 (£16,933 - £17,930)

37 hours per week

193 days - term time only

Dear Applicant

Thank you for taking an interest in this position at our school. The information provided is intended to help you decide if we are a school you would like to join. I would also encourage you to look at our website ([www.gshs.org.uk](http://www.gshs.org.uk)) which contains information that will give you a flavour of our achievements and ethos.

George Stephenson High School is an 11-18 Trust School of 1204 students, 112 of whom are in the Sixth Form. We also have 36 guest pupils in the Sixth Form from our collaborative partner school. We have 134 staff, 80 of whom are teachers, 54 are associate/support staff. Our school has a really positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning in everything we do. I genuinely believe the support, care and welfare of our students is second to none. This school is and will always be a fully inclusive school which puts the students at the very centre of all that it does. We want it to be a school that is always a happy, safe and enjoyable place to be. Further to that we want the school to be at the very heart of the local community and to become the school of choice of all who live here.

At George Stephenson High School, we believe we offer the best education possible for all of our young people, as well as a warm and friendly atmosphere. We value the individual differences of our students, encourage them to succeed in everything they do and help them to become caring, confident and responsible young people. We strive to achieve this through providing excellent teaching, fostering the very best relationships, having a personalized and enriched curriculum, having the highest aspirations for all of our students and developing strong partnerships. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here. We are a popular, inclusive and oversubscribed school that is central to our community. The roll has grown from 850 in 2010 to over 1200 today. We are delighted that we will be oversubscribed again next year (for the fifth consecutive year) and have welcomed 228 new students into Year 7 in September.

The level of communication with and support from parents is excellent. We have a regular and well-attended Parents Forum and a wide range of evening Parental Engagement events are held. Attendance at Parents Evenings was over 80% last year – this figure has increased every year for the last five years. Over 500 parents filled in the survey we administer on these evenings and the results were very positive indeed. 97% feel their child is happy here, 98% feel they are both safe and make good progress, 99% feel they are well taught here, 98% feel the school is well led and managed and over 95% would recommend our school to another parent. We are delighted that so many parents are choosing our school and are so positive about it and we believe that this shows a great deal of support from our local community.

Our most recent Ofsted inspection was in November 2019 and we are delighted to report that they judged our school to be Good overall, and indeed Good in every single category. We believe that this is a real testament to our students and staff and to how hard we have all worked and how committed we are to providing the best possible educational experience for all of our students. Staff, students, parents, carers and governors all play their part and this report is a reflection of the effort, enthusiasm and determination that they display every day. In the report, Ofsted say that **“staff have high expectations for pupils and each other. This is a key ingredient of the school community. During lesson visits, pupils were attentive and respectful. There are strong relationships between teachers and pupils. As a result, pupils have achieved better examination results in a wide range of subjects since the previous inspection”.** The care, guidance and support that we provide for our young people was again praised, with Ofsted saying that **“staff are well trained to look after and care for pupils. They understand the school’s safeguarding procedures. They are aware of the need to share any concerns with appropriate people. They do so in a timely manner. Pupils know there is always somebody to talk to when they need help. Pupils know how to keep themselves safe.”**

They said lots of positive things about the relationships in our school, saying that good relationships and mutual respect exist between students and staff and that our young people are keen to learn and behave well. They also said that the behaviour of students is good, that they manage their conduct well, both inside and outside of the classroom and that they know what is expected of them. As we have always said, our students are a credit to us all and we continue to be immensely proud of them. Inspectors also stated that the care and guidance we offer our students is strong and that we prepare students well for life after school. As a result, the percentage of students going onto successful careers or further education is well above the national average. Personal development, behaviour and welfare were all identified as real strengths of the school. Indeed Care, Guidance and Support at George Stephenson High School have been graded as good or outstanding in our last four Ofsted inspections. This is a result of our pastoral guidance systems in school, the aim of which is to support the learning and development of each individual student through the encouragement of regular attendance, punctuality, good study habits, good behaviour and a positive attitude, and by the monitoring of progress, regular target setting and celebration of achievement.

The school is organised into year groups which are split into a number of separate tutor groups. Each year group has a full time non-teaching Guidance Manager who stays with the year group from Year 7 to Year 11 and so gets to know every student very well. Guidance Managers are generally the primary point of contact for parents wishing to discuss progress or problems with the school. They support the work of the form tutors and deal with difficulties referred to them by the tutors or subject staff, as well as recognising and rewarding all positive aspects of students’ life in school. Each year group is also supported by a teaching Achievement Support Coordinator who acts as a mentor to students of all abilities.  The tutor groups, under the leadership of the Guidance Manager, remain together with the same form tutor through years 7 to 11, meeting for registration periods daily, and in some subjects are taught as a class group in the younger years. A strong sense of coherence and team working is developed over these years. The form tutor has day to day responsibility for our students’ welfare whilst they are in the school and have a very important role to play in helping them to settle into their new school. They also closely monitor and track their academic progress, support them to reach their targets and help detect and solve any problems which may arise.

The contracted hours are 37 hours per week and the exact working hours are 8.00 a.m. – 4.00 p.m. each day except Friday when you will finish at 3.30 p.m. You will have an unpaid lunch break of 30 minutes each day. The post holder will have a ‘193 day’ term time only contract, whereby they work 190 teaching days and 3 training days.

This is an interesting and demanding post, but one which will give the right candidate an opportunity to be part of a committed and dedicated team of teachers and support staff, whose prime aims are the continuing improvement and development of the school and the support and encouragement of its students. If you are someone who loves learning and is committed to working with students who need your encouragement to succeed, and would like to work with colleagues who are friendly, committed and very hard working, then we would be delighted to receive your application.

We have made real progress recently and are proud of what we have achieved so far. However, we know that we have the capacity to improve still further and our work continues to focus on improving practice in the classroom. We are a forward-looking school, committed to giving our students the best possible educational experience. Although increasingly successful, we are not a complacent school. There are many aspects that we can improve further and our challenge is to do this without compromising our existing strengths. George Stephenson High School is a great place to work, with fantastic staff and talented students. I took on the Headship of this wonderful school in September 2009 and am truly very excited about the future. I hope you are enthused by the enclosed information and choose to apply.

Please submit a letter of application (no more than two sides of A4) and a completed application form for the attention of Mrs Sarah Fitton (Headteacher’s PA) by noon on Monday 28th June 2021. Interviews will be held on Tuesday 6th July 2021. May I take this opportunity to thank you for your interest in our school.

IAN D WILKINSON

Headteacher

**Science Technician**

Reports to: Senior Science Technician/Curriculum Leader: Science

## Grade: APT&C Grade 5

## Contract 193 Term Time – full time, 37h per week

**Main Duties of the Post**

##### Under the instruction/guidance of the Curriculum Leader: Science and the Senior Science Technician:  provide general support in a specific curriculum/resource area including preparation and maintenance of resources and support to staff and students.

Preparation of equipment and materials for Science lessons.

* Preparation and clearing of apparatus, equipment and materials for practical work and demonstrations.
* Accurately prepare solutions, assemble apparatus and equipment for practicals and set up, test, and assist with demonstrations,
* Ensure the safe storage and handling of chemicals, specialist apparatus, equipment and materials.
* Ensure safe and appropriate disposal of waste materials.
* Assist in the development of the Science curriculum by trialling new experiments and suggesting improvements/ alternatives.
* Flexibility to work across all curriculum areas within Science as required.

Stocktaking, maintenance and administration.

* Maintenance in the laboratory e.g. replenishment of consumables, safety checks, cleaning of sinks/fume cupboards.
* Receiving and checking deliveries, under the direction of the Senior Technician.
* Assistance in stock takes and stock management under the guidance of the Senior Technician, which will involve some word-processing/database work.
* Assistance in routine maintenance, calibration, checking and repair of specialist equipment.

Health and safety

* To ensure the Health and Safety within areas of own responsibility as laid out in the School Health and Safety Policy including the preparation, use and checking of risk assessments under the direction of Senior Technician.
* Adhere at all times to the rules and procedures set out in the departmental Health and Safety Policy.
* Keeping up to date with current procedures and practices through professional development and using CLEAPSS resources.
* Respond to actual and potential hazards in a timely manner following COSHH guidelines.
* Provision of Health and Safety advice to teaching staff and students under the direction of the Senior Technician,

First Aid

* To be a trained whole school First Aider providing timely and appropriate first aid to students and staff as required.
* To complete first aid documentation and maintain first aid stock levels in the department.

General Requirements:

**The School is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

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

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

I agree that the Job Outline is a fair and accurate statement of the requirements of the job.

Job Holder ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSON SPECIFICATION**

**SCIENCE TECHNICIAN**

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| **ESSENTIAL** | **DESIRABLE** |
| **Qualifications**   * Good general education * GCSE (A-C or equivalent) in English, Maths and Science | * Full, clean driving license * Post 16 qualifications in one or more of the Science subjects taught i.e., Biology, Physics, Chemistry |
| **Experience of**   * Working as a member of a team and independently | * Working in a school environment * Working in a supporting role |
| **Interpersonal Skills/Qualities**   * Good ICT, numeracy and literacy skills. * Very good interpersonal skills. * Ability to be an effective team member. * Ability to take initiative. * Attention to detail. * Willingness to undertake relevant professional development. * Flexible and forward thinking. * Ability to relate well to young people. |  |

**Additional Information for Applicants – Main Terms and Conditions of Employment**

**Terms and Conditions**

The condition of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions. Specific terms and conditions will be provided if you are appointed to the post.

**Working Hours**

The working hours for this post are 37 hours per week. The exact working hours are Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm. Each day has a 30 minute unpaid lunch break and four unpaid breaks of 20 minutes on specified days of the week. The postholder will have a ‘193 day’ term time contract, whereby they work 190 teaching days and 3 training days.

**Annual Leave Entitlement**

The annual leave entitlement for the post for full time staff is 23 days, rising to 28 days on completion of 5 years continuous local government service. This equates to an additional; 5.53 weeks’ pay for staff with less than 5 years’ continuous local government service, and 6.57 weeks’ pay for staff with 5 years’ or more continuous local movement service.

As part of the equated salary rate, annual leave and bank holidays are paid.

**Pay and Grading**

The grade of the post is APT&C Grade 5, pay spine points 7-9, with current corresponding full time salary of £16,933 - £17.930 pa.

Less than 5 years’ continuous local government service: £16,933 to £17,616

5 or more years’ continuous local government service: £17,234 to £17,930

**Probationary Period**

All support staff in George Stephenson High School are subject to a 20 weeks probationary period. There will be reviews conducted throughout the probationary period to ensure that appropriate standards are met and maintained.

**Safeguarding**

George Stephenson High School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

**Pension Scheme**

On appointment, new support staff will be automatically enrolled into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at [www.twpf.info](http://www.twpf.info).

**Application process**

Complete application forms should be sent by email to[**enquiries@gshs.org.uk**](mailto:enquiries@gshs.org.uk)or by post FAO: Sarah Fitton, Headteacher’s PA, George Stephenson High School, Southgate, Killingworth, Newcastle upon Tyne, NE12 6SA

**Closing date: Noon, Monday 28th June 2021**