



Uckfield Community College

Support Staff Recruitment Information Booklet

Science Technician

Contents

Welcome letter from the Principal	2
About Uckfield Community College	3
Uckfield Community College Vision and Ethos.....	4
Our Staff.....	4
Advert for Science Technician	5
Job Description (Science Technician)	6-7
Job Description (Cover Supervisor).....	8-9
Person Specification	10
Science Department Structure and Organisation 2017.....	11-12
The Application and Appointment Arrangements	13

Dear Candidate

We are delighted you are interested in applying for a role at Uckfield Community College and thank you for taking the time discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special environment that is Uckfield Community College.

I feel sure that you will identify Uckfield Community College as an energetic and successful place in which to work. If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: www.uctc.org.uk. If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1101.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. UCTC is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry
Principal



About our College

In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:

- "Teachers make better use of assessment information to plan work that meets the needs of all pupils."
- "Teachers make good use of technology available."
- "Teachers have worked collaboratively... to increase the level of challenge for pupils."
- "Teachers... ensure a consistent approach to feedback."
- "Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."
- "Pupils feel that their teachers listen to them in lessons and that they are well challenged."
- "Students said that the extra-curricular provision has expanded."



The Lead Inspector also wrote some wonderful comments about our students:

- "Pupils are typically very well behaved."
- "Pupils are friendly, polite and there is a harmonious atmosphere in the school."
- "Pupils say that homework tasks extend their current learning and provide additional challenge."
- "Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

What runs through the letter are Ofsted's findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.



Our Vision and Ethos

In feedback to the Lead Inspector during our recent Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



Our Staff

We are exceptionally proud of our staff here at UCTC, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



Science Technician

Scale	Single Status Grade 4
Salary	Actual salary equates to £11,708 to £12,186 pa
Hours	32 hours per week
Commencement	September 2017
Contract	Permanent

The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Tuesday 5th September 2017 at 10.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our Personnel Assistant, Caroline Selden, on 01825 764844 extension 1232 or email hr@uctc.org.uk.

The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect for format to include:

- Welcome from the team
- Meetings with key members of the team
- Tour of the College
- Panel Interview

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.

Job Description

Job Title: Science Technician

Responsible To: Curriculum Leader of Science / Senior Science Technicians

Main Purpose of the Job

- To support the teaching of Science within the College.

Job Dimensions

- Students: to act at all times for the benefit of the students of all ages and abilities;
- Staff: to work and liaise with all staff and agencies, working effectively with members, and working within Support Services;
- Resources: management of resources required for a Clerical Assistant within Support Services.

Key Accountabilities

Specific Tasks

- Help prepare and provide equipment and materials for practical class activities and advise teaching staff in the use of equipment or techniques and construct new equipment where necessary;
- Assist the Curriculum Manager/Heads of Subject/Senior Science Technicians where necessary with financial record keeping and the collection of monies;
- Help prepare and provide equipment and materials for practical class activities and advise teaching staff in the use of equipment or techniques and construct new equipment where necessary;
- Set out assessments in the Laboratory when needed and assist staff as requested in the classroom;
- Undertake the placing of orders and checking of deliveries and help maintain stock and inventory records and order materials;
- Clean, dismantle and store equipment and replenish materials;
- Undertake basic maintenance of equipment and/or arrangements for repairs;
- Keep up-to-date with curriculum development and help to organise the practical component of courses;
- Assist with the care of plants and animals kept in the Department;
- Participate in Department meetings by arrangement;
- Help clean Laboratories and Prep room areas and dispose of dangerous chemicals in accordance with Health and Safety regulations;
- Be up-to-date on and advise in Risk Assessment and Health and Safety policies (training can be provided);
- Implement Health & Safety and COSHH regulations in-line with Science Technician responsibilities;
- Undertake any other duties that the Line Manager believes reasonable;
- To act occasionally as a Cover Supervisor (please see attached Job Profile).

Staff Development

- To take part in training activities offered by the College and external agencies as identified through Performance Management

Other Professional Requirements

- To undertake First Aid training and act as a First Aider
- To operate at all times within the stated policies and practices of the College
- To establish effective working relationships and set a good example through own presentation and personal and professional conduct
- To endeavour to give every child the opportunity to reach their potential and meet high expectations;
- To be committed to safeguarding and promoting the welfare of students in all lessons and related activities and contribute positively and effectively to the Every Child Matters agenda and Keeping Children Safe in Education;
- To take responsibility for own professional development and duties in relation to College policies and practices
- To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

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 the Principal to undertake work of a similar level that is not specified in the job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.

Job Description

Job Title: Cover Supervisor

Responsible To: Assistant Head Support Services (Human Resources)

Main Purpose of the Job

- In the absence of the class teacher, to work as a Cover Supervisor in the College/Department under the supervisory arrangements established by the College;
- To play an important role in the College Cover system ;
- To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

Job Dimensions

- Students: accountable for the oversight of learning and providing whole class supervision in the absence of the class teacher
- Staff: to work within the team of Cover Supervisors and liaise with all staff as appropriate
- Resources: management of the learning environment and resources.

Key Accountabilities

Specific Tasks

- To set work (including homework) previously prepared by the class teacher or curriculum leader;
- To develop curricular knowledge as required by the College;
- To apply the College's Behaviour policy;
- To undertake registration as required and in-line with College's Attendance and Registration policies;
- To follow the College's classroom protocol in-line with High Reliability;
- To accompany staff on educational visits and work under the direction of the trip organiser;
- To undertake exam invigilation when required, maintaining the rules set out by the external examination boards and in-line with College policy;
- To observe Health & Safety regulations at all times;
- To gain experience across all Departments.

Deployment of Resources

- To oversee the using of books and equipment as necessary and ensure that everything is returned to the appropriate place at the end of the lesson;
- To ensure that students tidy-up and leave the classroom in good order.

Communication

- To report any difficulties to the Curriculum Leader/Director of Year/Duty Team/Senior Supervisor/Assistant Head Support Services as appropriate;
- To return work etc to the class teacher/curriculum leader and inform him/her of the point reached by students;
- To liaise with Teaching Assistants during Cover lessons.

Quality Assurance

- To follow the HR protocols when guiding students eg re homework, behaviour in lessons

Staff Development

- To take part in training activities offered by the College and external agencies as identified through Performance Management.

Other Professional Requirements

- To undertake First Aid training and act as a First Aider
- To operate at all times within the stated policies and practices of the College
- To establish effective working relationships and set a good example through own presentation and personal and professional conduct
- To endeavour to give every child the opportunity to reach their potential and meet high expectations;
- be committed to safeguarding and promoting the welfare of students in all lessons and related activities and contribute positively and effectively to the Every Child Matters agenda and Keeping Children Safe in Education;
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Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> To hold, or be prepared to undertake First Aid at Work qualification 	
Experience	<ul style="list-style-type: none"> Relevant technical knowledge 	<ul style="list-style-type: none"> At least one year in a similar post
Knowledge	<ul style="list-style-type: none"> A good standard of education, particularly in English and Mathematics A basic knowledge of the work in a school Knowledge of a range of computer applications Knowledge of school policies including Child Protection, Health and Safety and Equal Opportunities 	<ul style="list-style-type: none"> Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
Skills and Abilities	<ul style="list-style-type: none"> Ability to communicate with a range of audiences including other employees within the College, Governors, students and parents; Ability to demonstrate developed interpersonal skills and communication skills Ability to organise own workload and demonstrate initiative; Ability to respond proactively to unexpected problems and situation; Ability to develop efficient record keeping systems; Ability to produce accurate and up-to-date records and reports as required; Ability to identify work priorities and manage own workload to meet deadlines, whilst ensuring that lower level priority work is kept up to date; Ability to show sensitivity and objectivity in dealing with confidential issues; Ability to demonstrate active listening skills; Ability to work effectively and supportively as a member of the College team; Ability to work within and apply all College policies, e.g. Behaviour Management, Child Protection, Health & Safety, Equal Opportunities, etc. 	
Personal	<ul style="list-style-type: none"> High quality interpersonal skills Team player Flexible Proactive and able to make decisions Problem solver Reliable, discreet and self-motivating Able to work under pressure and to deadlines Positive 'can do' attitude Ambitious, personally and for the College 	

Science Department Structure and Organisation 2017

Staff

➤ Mike Ball	Curriculum Leader of Science
➤ Tom George	Deputy Curriculum Leader of Science & KS4 Co-ordinator
➤ Andrew Wright	Teacher of Science & Deputy Principal
➤ Jerry Gunn	Teacher of Science & Assistant Principal
➤ Andy Ball	Teacher of Science & Subject Leader Chemistry
➤ Jamie Medley	Teacher of Science & Subject Leader Biology
➤ Chris Brooks	Teacher of Science & Subject Leader Physics and Electronics
➤ Nell Travers	Teacher of Science
➤ Debbie Isley	Subject Leader of Environment & Sustainability / Subject Leader of Health & Social Care
➤ Lucy Griffin	Teacher of Science & Lead Practitioner: Differentiation
➤ Debbie Russell	Teacher of Science
➤ Kate Muggeridge	Teacher of Science
➤ Andrew Bebb	Teacher of Science and Director of Sixth Form
➤ Peter Munroe	Teacher of Science & KS3 Co-ordinator (maternity cover)
➤ Marica Dowell	Teacher of Science
➤ Ruby King	Teacher of Science
➤ Natascia Ingino	Teacher of Science
➤ Beatrice Messenger	Teacher of Science
➤ Sam Crisp	Senior Science Technician
➤ Sarah Hawes	Senior Science Technician
➤ Jayne Williams	Technician for Science
➤ Vacancy	Technician for Science

Accommodation

The Department is well appointed and benefits from 12 Laboratories. The Department has several prep rooms located throughout the building. All teaching rooms have a networked desktop computer connected to a projector.

Public Examinations

Key Stage 3

The Science Department follows an internally written scheme of work for Years 7-9, although delivery of KS4 material starts in Year 9. The units at Key Stage 3 are designed to promote excitement and enthusiasm for science. Assessment is both summative and formative with APP throughout all schemes.

Key Stage 4

KS4 Science delivers the AQA GCSE to Year 10 and Year 11. Core Science is taught to all students starting in Year 9. Students can follow several pathways which they are directed towards: triple science, core and additional science or core science and an entry level certificate.

Key Stage 5

The department offers sciences at A Level as below.

- AS / A2 Biology – AQA
- AS / A2 Chemistry – AQA
- AS / A2 Physics – AQA

The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to Caroline Selden, Personnel Assistant at UCTC, hr@uctc.org.uk. Your application should comprise:

- A letter of application, which includes reference to those aspects of your experience, personality, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Tuesday 5th September 2017 at 10.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible. The selection process will include formal interviews and skills assessment tasks. There will also be an opportunity to view the school.

If you require any further information please contact Caroline Selden at UCTC on 01825 764844 extension 1232 or email hr@uctc.org.uk.

Uckfield Community College

Love Learning for Life



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