



Science Technician



Dear Candidate,

Thank you for your enquiry regarding the position of **Science Technician** at Oasis Academy Enfield. We are part of Oasis Community Learning which runs over 50 academies across the UK. We need a support assistant to join the inclusion team and who can inspire and motivate students with special educational needs and disabilities.

I hope you find the information pack helpful. If you would like to know more about us before you apply please see our website www.oasisacademyenfield.org. We welcome visits to the Academy. For an informal, confidential discussion, or to arrange a visit please contact our HR Officer, on 01992 655 424 or enfield.HR@oasisenfield.org

If you would like to apply, please complete the Application Form (CVs are not accepted) and return it by either of the following ways:

Email: enfield.HR@oasisenfield.org

Post: HR Officer
Oasis Academy Enfield
9 Kinetic Crescent,
Innova Park,
Mollison Avenue,
Enfield, EN3 7XH

The closing deadline for applications is no later than **8am on Monday 19th November 2018**. Applications will be reviewed on an ongoing basis so early applications are encouraged.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Headteacher. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on **Wednesday 21st November 2018**. If you have not been invited to attend by **Tuesday 20th November 2018**, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Juan Fernandez
Associate Principal

About Oasis Academy Enfield

Oasis Academy Enfield opened in September 2007 as a new academy. Initially a group of portacabins and a pioneering spirit, the Academy moved into its £30 million purpose-built accommodation two years later on Innova Business Park, 10 minutes walk from Enfield Lock Station.

The Academy has enjoyed considerable success in its 10 year History. In 2018, Ofsted confirmed that we continue to be a good academy.

Academy leaders and staff share high expectations for all students

Students behave well, and treat each other and staff with respect

Safeguarding is a strength of the Academy, and staff are proactive at supporting the children to stay safe both in school and out


Students feel safe and happy in school. Parents support this view and are happy with the progress their children are making

We provide students with high quality teaching, which not only enables them to make to the best possible progress and achieve the highest grades, but also equips them with the skills, behaviour and character, which will help them be successful and make a positive contribution to their community.

GCSE have improved this year with more students achieving the basics (English and mathematics) at both level 4 and 5. In addition performance in other areas has also improved significantly improving our progress 8 and attainment 8 scores.

At A level and BTEC Level 3 our students continue to make good progress. Three quarters of our students have progressed to university including Russell Group and other leading universities following a wide range of courses from English, History to engineering, psychology and law.

The Sixth Form works in partnership with Oasis Academy Hadley, just under two miles away. The joint Sixth Form offer enables us to offer a wide range of courses and the highest standard of teaching and enrichment activities. Students travel by minibus between the two academies.




The Academy mainly serves the ethnically and economically diverse local communities of Enfield Lock and Enfield Island Village. A number of students travel from Ponders End, Edmonton and further afield to the Academy. The intake is mixed, some students live in the private housing close to the academy and others come from some of the most deprived housing areas in the country. High numbers of students are eligible for pupil premium. There is a high proportion of students with English as an additional language (54%) with over 60 languages spoken. Turkish, Black Caribbean, Black African and White British are our biggest ethnic groups. Despite the challenges many of our students face in their day to day lives our students are ambitious and work hard, seeing education as the key to a successful future.

Oasis was established in 1985 and has grown into a group of charities working to deliver housing, training, youth work, health care, family support and primary, secondary and higher education. In the UK Oasis employs over 4000 staff as well as working with over 1000 volunteers. Oasis works in ten other countries around Europe, Africa, Asia and North America. Our academy is twinned with projects in Uganda and Kyrgyzstan.

Oasis Community Learning is an education trust established in 2004 with the express purpose of transforming lives and communities through the development of Oasis Academies. There are over 40 academies each with their own character and identity and as one organisation are committed to sharing effective practice across the group. As a leading academy sponsor Oasis is a growing organisation which is committed to improving the life chances of children, young people and the communities they live in.

The Oasis Hub Enfield supports the work of the Academy providing integrated, high quality services that benefit the whole person and the whole community. This is achieved by bringing together the Oasis ethos and values, local and national resources and expertise, and working together in and with local partners. Enfield Hub's work includes youth work, family support services, holiday activities, volunteering, community engagement, lettings as well as the Academy.

The Academy operates a totally inclusive admissions policy, accepting students irrespective of faith or ability. Our goal is to create an environment where students make very good progress, within an Academy, which values them as individuals.





About Oasis Community Learning

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on www.oasiscommunitylearning.org

About Science

The Science Faculty is a team of teachers, support assistants and technicians and who are all committed to ensuring that students develop their full potential in science and enjoy learning. The staff team is a mix of experienced and newer staff whose specialisms cover the three disciplines. All are hard-working, enthusiastic and flexible. Staff are keen to develop professionally and there are frequent development opportunities both within science and the wider academy.

The team is led by the Head of Department supported by a KS3 Co-ordinator and KS5 BTEC co-ordinator. We are looking for a Science Technician to join the technician team in supporting the teaching and learning in Science.

The Science Faculty has made steady improvements recent years with GCSE results rising year on year. Post-16 A Level Biology, Physics, Chemistry and Level 3 BTEC Science are offered and recent results have seen students achieving 100% A*-E with many achieving the top grades and moving onto science related degree courses such as biomedical sciences, pharmacy, civil engineering, aerospace engineering and dentistry.

The Science Faculty occupies the first and second floor in the Academy. There are two suites of laboratories with preparation rooms. The Department is well-equipped with Interactive Whiteboards in every room. A high standard of decor and display provide a stimulating environment in where students want to learn. Schemes of work and resources are held centrally both in hard copy and electronically on our Shared area and the team are always looking to develop new and innovative lessons. All teaching staff are provided with their own laptop.

At KS3 schemes of work have been developed to take into account changes to the National Curriculum and the students study a range of topics covering Physics, Chemistry and Biology.

At KS4 we follow the AQA Combined Science Trilogy and the AQA separate Sciences for the most able scientists. Targeted interventions including work with our PiXL partners and small group tuition ensure that we are catering to the wide range of students within the faculty. Study days and external visits aim to develop the students' interest in the subject and promote independent learning.

At KS5 Science subjects are popular subject choices. We offer Biology, Chemistry and Physics at A level and Level 3 BTEC Applied Science.

This is an exciting time to work at the Academy. Not only are there the fantastic opportunities provided by the Academy, but we are rapidly moving forward as an academy creating an inclusive environment, where every student has the opportunity to meet their full potential. If you want to make a real difference to the lives of children in North East London we would welcome an application from you.



Job Description

POST:

Science Technician

RESPONSIBLE TO:

Senior Science Technician

GRADE:

Scale 4, Point 18 - 22
(£18,008 – £20,003 pro rata)

DISCLOSURE LEVEL:

Enhanced

LOCATION:

Oasis Academy Enfield

WORKING PATTERN:

37 Hours a Week x 40 Weeks a Year (Term time plus 1 week)

JOB PURPOSE:

To ensure the provision of high-quality and timely services to support the delivery of the Science curriculum through the maintenance and organisation of teaching resources within Science

RESPONSIBILITIES:

A. Preparation

1. To provide and prepare all equipment, chemicals and specimens for practical sessions and examinations including constructing, setting up and dismantling equipment as required by the Learning Leader Science.
2. To prepare other teaching aids to support teaching.

B. Support of staff and students

1. To advise teaching staff and students in the safe and proper use of equipment and materials.
2. To provide specialist resource support for projects or teaching activities to inform, support and engage all pupils.

C. Maintenance

1. Under the direction of the Senior Science Technician, carry out minor repairs to equipment and replenish materials in a clean and well-organised environment.
2. To maintain the laboratories and equipment in a clean, safe and tidy condition at all times and assist with the storage and control of stock in accordance with health and safety guidance and school policies.
3. To provide care for the plants and livestock kept within the science department.
4. To make up and ensure that standard solutions and other agents are maintained in the laboratory.

D. Administration

1. To maintain an inventory of equipment and materials.
2. To monitor use of equipment and maintain safe keeping.
3. To bring any foreseen shortfalls in stock levels or repairs needed to the attention of the Senior Science Technician.
4. To develop a thorough understanding of Health and Safety procedures especially as they relate to work in a laboratory.

E. Other Duties

1. To be aware of issues regarding confidentiality and child protection and work accordingly with regard to Academy procedures.
2. To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
3. To work with students within the framework of the school in a courteous, positive, caring and responsive manner.
4. To present oneself in a professional way that is consistent with the values and expectations of the Academy.
5. To be responsible for promoting and safeguarding the welfare of children and young persons.
6. To participate in the Academy's Performance Management process
7. Other duties as can be reasonably expected by the Principal.

F. Safeguarding Children

- Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Science Technician Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in English Mathematics and Science grade C or above 	<ul style="list-style-type: none"> Additional science qualification i.e. NVQ Lab Technicians in Education
Knowledge, Skills and Understanding	<ul style="list-style-type: none"> Good communication skills Competent in ICT Knowledge of Health and Safety legislation, COSHH regulations and safe working practices in relation to the safe handling and storage of chemicals and use of hazardous equipment 	<ul style="list-style-type: none"> Previous experience in a scientific technical role Relevant experience of working with children Experience in a secondary school setting Experience of working with a class teacher to plan learning activities and resources
Personal Qualities	<ul style="list-style-type: none"> Relentlessly enthusiastic, reliable and committed Team player who is able to work collaboratively in a diverse team as well as under own initiative Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally Ability to remain discrete when privy to confidential information Commitment to safeguarding and promoting the welfare of children and young people. Willingness to undergo appropriate checks, including enhanced DBS checks Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. 	

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.