



Woodrush High School

An Academy for Students Aged 11-18

Lead Science Technician Applicant information pack



Advertisement

Lead Science Technician

37 hours per week 8am to 4pm (with half hour lunch)

Term time plus training days and an additional 5 days to be worked during the holidays

Scale 4 point 18 to 21 (£16,205 to £18,059 pa)

To start September 2017

Woodrush High School, an Academy for Students aged 11 – 18 is an Ofsted Outstanding School. This is an exciting time for the Academy as it continues to grow and develop.

The successful applicant will be required to support the Science Department with the organisation of practical lessons.

We are looking for a person who has:

- A proven record as a Science Technician within a school.
- H&S experience within a Lab/prep room
- Level 3 or equivalent qualification
- Excellent communication, presentation and interpersonal skills
- The ability to work well as a team
- A belief that all students have the ability to achieve and be successful

We can offer you:

- The benefit of being part of our Teaching School
- Supportive Induction programme
- Excellent opportunities for further development
- On site gym and membership at reduced rates

To find out what we can offer you working at Woodrush and for more information on our school please download our application pack from our website. Details can also be found on how to apply.

Alternatively please contact Mrs Robinson Headteachers PA on 01564 823777 or email her at nrobinson@woodrushhigh.worcs.sch.uk to have a pack emailed or posted out to you

Closing date first post 26th June 2017 interviews to take place shortly thereafter.

Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Posts are subject to an enhanced disclosure through the Disclosure and Barring Service. CVs will not be accepted in place of an application form.

Information for Job Applicants

Dear Applicant,

Thank you for your interest in our vacancy

Woodrush High School is an extremely popular and oversubscribed Academy. We are an Outstanding school, a Teaching school and a recognised National Support school. We have a 'family' ethos and a strong commitment to building professional relationships, with staff and students alike. Our students are enthusiastic, keen to learn and range in age from 11 to 18 years old.

Our position at the heart of our local community is strong -Woodrush is thriving and amongst the top performing schools academically in our local area. We are proud of our local and national reputation; our 'Outstanding' OFSTED grade puts us in the top 10% of schools nationally. We place our emphasis on ensuring all of our students achieve the qualifications and equally importantly, the life skills to be successful in the world in which we live. We are a community school and value the contribution all of our students make to the life and success of our organisation.



We are justifiably proud of our school and our students' achievements. Their behaviour is excellent and they enjoy the learning experiences that they have. We are committed to ensuring that all our students receive the excellent education that they deserve. We have a hardworking and well-qualified staff who are dedicated to delivering an ever-changing curriculum in a vibrant and exciting way. The curriculum we offer is broad, balanced and inspires students to learn. The range of subjects and courses on offer help students acquire knowledge, understanding and skills in all aspects of their education, including the humanities, languages, mathematical, scientific, technical, social, physical and artistic learning.

Our young people are focussed, determined, motivated and encouraged to do their best in everything they do. Whilst our focus is on a strong academic performance, as a school we value highly our work with extra-curricular activities and opportunities are wide and varied. Students are able to take part in a range of experiences from the Duke of Edinburgh Award to work in the arts, music and sport to name but a few, along with many other opportunities for trips and visits locally and abroad. Our encouragement of our extra-curricular opportunities is as strong as the focus on all of our students' progress in the classroom with clear benefits to their chances in life.

It continues to be a fantastic time to join our team. I wish you every success in your application and, along with my colleagues, look forward to meeting the successful short-listed candidates.

Kind Regards

A handwritten signature in black ink, appearing to read 'N. Rancins'.

Ms N. Rancins BSc PGCE NPQH
Headteacher



About Our School

Woodrush High School is an 'outstanding' mixed, comprehensive school of approximately 1000 students aged 11 to 18, including a sixth form of nearly 120 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham City boundary. It is a six form entry school and is heavily oversubscribed, with applications coming from parents of students residing in Birmingham, Worcestershire and Solihull. Applications for admission in 2016 totalled 386 for 180 available places. The school, which was opened in 1957, enjoys an excellent reputation locally and commands much loyalty from families who have lived in the area for some time. Woodrush was designated a Teaching School by the National College for Teaching and Leadership in 2014.

Our examination results at GCSE are significantly above national averages and our students have an excellent record for achieving employment and admission to higher and further education.

Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within school. Woodrush has teams in many sports, including: rugby, football, netball, hockey, cricket, tennis, basketball, athletics, rounders and cross-country running. There are residential outdoor pursuit weeks, visits to France and Spain, skiing trips, residential field courses, and visits to theatres. There are drama and musical productions and a high participation rate in the Duke of Edinburgh Scheme.



Students follow a broad and balanced curriculum leading to a full range of qualifications. At KS4 students follow a flexible curriculum depending on needs and ability. At Sixth Form level the school offers a range of AS and A level courses alongside an increasing suite of vocational subjects such as BTEC's. All students follow our 'ASPIRE' programme which aids the personal development of students and prepares them for life after Woodrush. The Special Educational Needs department is particularly strong, and offers considerable support to a number of students throughout the school. Students with physical disabilities are completely integrated within the curriculum of the school.

The accommodation of the school includes an assembly hall, kitchen and dining area, and two and three storey classroom blocks- much of which has undergone considerable refurbishment. There is specialist accommodation for Science, Technology, Art, Drama, Business Studies, and ICT, and more recently building programmes have provided high quality accommodation for Sports at the school and for community, Teaching school, Library, and Sixth Form area. Our sports facilities, including all weather floodlit artificial pitch, are open to the public as an evening and weekend sports centre.



We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester). Students join a mixed ability tutor group on entry to the school and remain in that group until the end of Year 11. We have an agreed Code of Conduct and students are expected to and do behave well. Parents are very supportive and the school has an excellent reputation for creating high standards achievement and behaviour. Our school uniform, which is traditional in design, with a blazer, is worn by all students up to Year 11 and is strictly enforced. Students are encouraged to achieve the highest possible standards of which they are capable.

Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline. We aim to provide young people with an orderly, structured and supportive environment in which they can grow to maturity.

Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a 'can do' attitude where we feel that nothing is impossible to achieve in order to improve our students chances in life.

Our success is based on the quality of the staff we have, in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

Our Staff Enjoy:

- Being part of a successful Outstanding school
- A fully supportive New Staff induction process
- The school's supportive network of colleagues
- Excellent opportunities for further development
- Local Government Pension Scheme
- On site gym with membership at reduced rates
- On site café and library



Job Description

Job Title:	Lead Science Technician
Contract:	Permanent 37 hours per week, Term time only and 5 training days per year plus an additional 5 days to be worked during the holidays when required.
Scale:	Scale 4 (point 18-21)
Hours:	Monday to Friday 8am to 4pm (some flexibility needed) half hour for lunch
Responsible to:	Head of Science Faculty

Job Purpose

To contribute to the achievement of the Academy's objectives by working as a member of the Science Team by providing effective and efficient practical support to the Science Department.

Key Responsibilities

- Be proficient in standard laboratory techniques as required for KS3 KS4 and KS5 lessons
- Assist the teaching staff in the setting up of practical sessions and demonstrations, including computer and audio visual equipment in accordance with teaching staff requests
- Have the ability to set up and prepare science experiments including the use of data logging and the handling of radioactive sources (suitable training and support will be provided as necessary)
- Liaise daily with Science Teacher to ensure daily preparation requirements are fully understood and met
- Develop an understanding of the curriculum and what resources are required
- Use specialist knowledge to advise teaching staff on best practice when introducing new schemes of work for practical lessons and experiments
- Actively contribute to the assessment, monitoring and review of both health and safety procedures
- Ensure the preparation room and lab are clean and well organised at all times
- Maintain apparatus and equipment in a clean and safe condition
- Compile inventories of equipment and materials as required in particular with regards to COSHH regulations
- Be responsible for the ordering and maintenance of all equipment, stock, chemicals and materials and its procurement ensuring best value at all times
- Repair, as far as reasonably possible, any faulty or damaged equipment.
- Report any damage in the labs to the Head of Science
- In conjunction with teaching staff, ensure that the labs are left in a safe and tidy state at the end of each day
- Spend time at the beginning and end of each term ensuring the departments are well presented and in suitable state of readiness for each new term

Management of Staff

- Supervise , manage and direct the Science Technicians to provide a good level of support for staff and student working in the Science department
- Organise the deployment of the Science Technician and delegate work load accordingly and in line with their job description.
- Be responsible for the training and development of the Science Technician, identifying and addressing any training needs.

Health and Safety

- Ensure the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
- To be accountable for the Maintenance of a safe and healthy working environment including doing safety checks and maintaining risk assessments
- Be up to date and maintain working procedures as recommended by CLEAPSS.
- To undertake health and safety duties commensurate with the post

Other Duties:

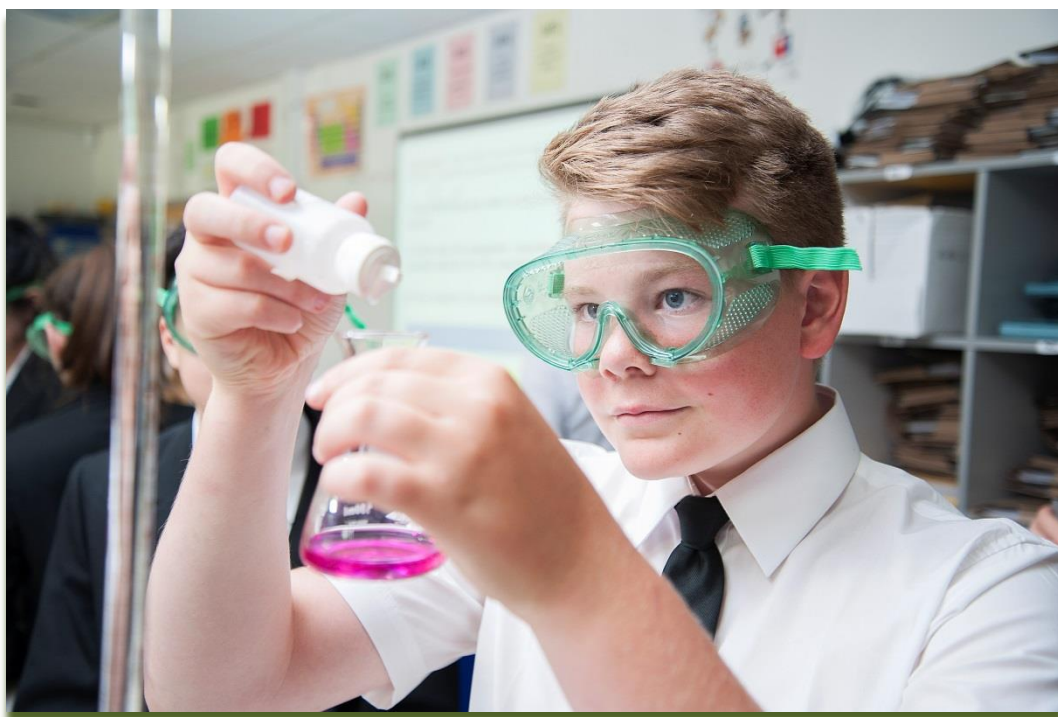
- Support with paperwork including photocopying teaching materials and examination papers as requested
- Attend trips and visits where required
- To maintain personal and professional development to meet the changing demands of the job, keep up to date with current procedures and practices, participate in appropriate training activities including attendance to specified teacher training days
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Contacts:

In all contacts the postholder will be required to present a good image of the School as well as maintaining constructive relationships.

Notes:

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academy's Equal Opportunities Policy.



Person Specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	<p>Substantial proven Science Technician Experience</p> <p>Experience of working within a school environment</p> <p>Experience of working with young people</p> <p>Experience of dealing with H&S within a Science Lab/Prep room</p>	Supervision/Management of Staff	<p>Application form</p> <p>Interview</p> <p>References</p>
Education and Training	<p>GCSE Maths , English and Science grade C or above</p> <p>NVQ level 2/3 in science related subjects</p> <p>A relevant Science Technician qualification</p> <p>A desire to continue further professional development.</p>	<p>Evidence of further personal and professional training development and how this has been applied. Health and Safety (general level CLEAPSS)</p> <p>First aid</p>	Certificates
Knowledge and Understanding	<p>Knowledge of the Science Curriculum</p> <p>Knowledge of COSHH and CLEAPSS</p> <p>Knowledge of H&S law and legislations for this role and safe working practices in relation to handling and storage of chemicals and an understanding of how to carry out risk assessments in relation to Lab work.</p> <p>How to cultivate positive and effective relationships to encourage the best possible outcomes</p> <p>How to promote inclusion and equal opportunities.</p> <p>Good numeracy/literacy skills</p>	<p>Knowledge of Safeguarding practice</p> <p>Knowledge and understanding of school policies.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Skills, Abilities and Attributes	<p>Ability to understand the curriculum needs of students to provide relevant support to enable achievement</p> <p>Ability to work with subject leader and teaching staff to ensure they are fully prepared for lessons and supported</p> <p>Ability to prepare, set up equipment and materials for lessons</p> <p>Ability to offer advice and guidance to Science staff and training when necessary on the safe use of equipment</p> <p>Ability to offer advice and guidance to Science Technician and training when required.</p> <p>Excellent communication, presentation and interpersonal skills.</p>	<p>Sensitivity in collaborative work with colleagues within and outside Woodrush.</p> <p>Ability to carry out appraisals/performance Management</p>	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Assessment tests</p>

	<p>Excellent personal organisation and self-motivation.</p> <p>Excellent knowledge, expertise and enthusiasm.</p> <p>Ability to prioritise, multi task and work to deadlines.</p> <p>Expectations of high standards</p>		
Other Factors	<p>A degree of flexibility in working hours</p> <p>High standards of personal appearance.</p> <p>To be approachable.</p> <p>Sense of humour.</p> <p>A proven record of good attendance and punctuality</p>	.	Interview



How to apply:

If you would like to join our outstanding team and apply for this post, please **complete the application form in full**.

Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section One: Personal Details

Please ensure that all details are completed including your date of birth. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included. For Teaching staff please make sure you include your Teachers number.

Section Two: Education, Training & Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this. This may be explored further in an interview.

Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

- show your suitability for this post as outlined in the person specification
- give an outline of the impact you have had in your current role on students outcomes
- tell us why you want to join us at Woodrush
- outline how you will improve levels of achievement further for our students at Woodrush High School.

Section Five: Convictions/Disqualifications

Please be aware that 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.

Section Six: References

Please provide two referees and their details. A telephone number or e mail address often makes this process easier and would be much appreciated. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Safeguarding:

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment

Deadline for completed applications is Monday 26 June 2017

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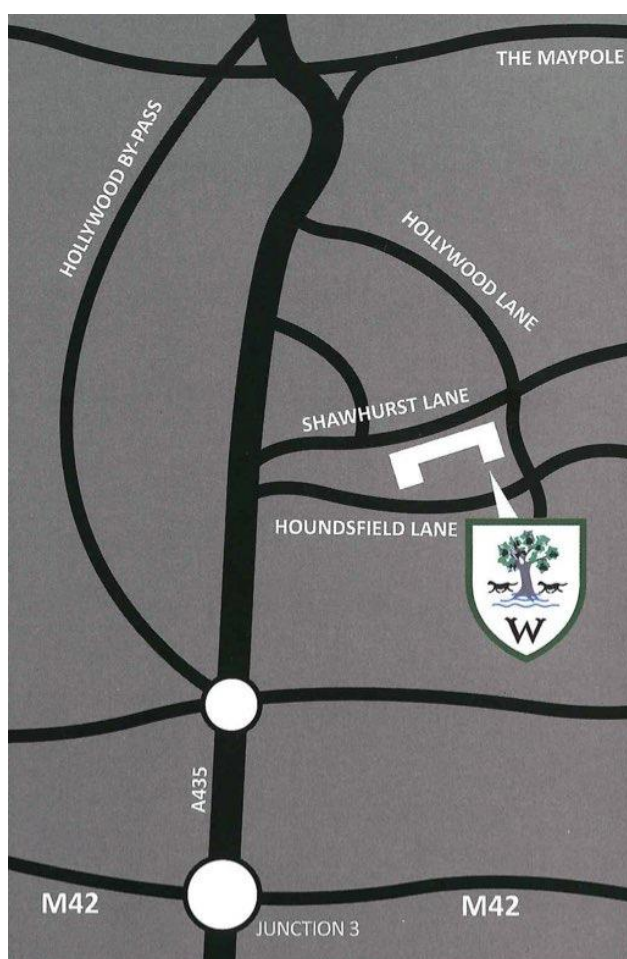
Woodrush High School

An Academy for Students Aged 11-18

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Wythall
Worcestershire
B47 5JW

Tel: 01564 823777
Fax: 01564 820092

Email: office@woodrushhigh.worcs.sch.uk
Web: www.woodrushhigh.worcs.sch.uk



By Rail

A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

By Car

From junction 3 of the M42 take **A435** exit to **Birmingham**. At the roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates.

Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted