



STEM Technician

Candidate Information Pack

September 2018 Start

STEM Technician

(September 2018 start)

Letter to Candidates from Ms Sophie Cavanagh, Head Teacher of
The Kingston Academy



Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished team. The opportunity to share in the architecture of a new school and be integral in its delivery at a strategic level is unique.

The successful candidate for this role will join us at an exciting stage in our development. The project to build a large modern extension, with state-of-the-art STEM provisioning, to house our growing school will be nearing completion. The addition of a new Year 7 intake in September 2018 will take total pupil numbers to over 700, whilst original History Makers, entering in Year 10, will be starting their vital KS4 programme. In addition, planning for the development of our Sixth Form will have begun in earnest.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this key role which will be integral to delivering our strategic vision of being a STEM focused academy.

Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application, to meet with a member of our STEM teaching team and talk about the role, the Academy, the staff and pupils, our governance and the vision for the school. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.

Ms Sophie Cavanagh, Head Teacher

Key Dates

Commencement of role:	September 2018
Closing date:	Thursday 1 st March 2018
Interviews:	Thursday 8 th March 2018 (<i>candidates applying for this role should keep this date free when submitting their application</i>).

STEM Technician

Job Title: STEM Technician

Job Purpose: To work with our Science and Design & Technology Departments to provide technical support for practical lessons but also to provide assistance and practical advice to pupils using knowledge of modern technologies such as robotics, electronics, coding or smart materials. You will support the learning and teaching activities working closely with staff and pupils

Salary: £19,873 to £20,297

Grade: C, point 11 to 15

Hours: 8am until 5pm daily, term time only

Reporting Line: Science Lead Teacher

Start Date: September 2018

Tenure: Permanent, Term time only

Application Process

Candidates are asked to visit the school website (www.thekingstonacademy.org) and click on the careers page. Here you will find a link to the online Careers Portal and you will be guided through the digital application process. Please submit the application by midnight on Thursday 1st March 2018.

Job Description

Key Responsibilities:

Technician / Lesson Materials Preparation / Health and Safety

- Assist with facilitating the preparation of resources and providing the technical support for practical lessons to ensure that the health and safety standards are maintained and the requirements to support a high quality of teaching and learning are met.
- Assist the Subject team to ensure a healthy, safe and productive work environment through the routine maintenance and preparation of equipment, workshops and learning spaces.
- Ensure the availability of suitable materials and equipment; helping to compile orders and obtain costings. Keeping up to date records of stock.
- Ensure the availability of suitable materials and equipment suggesting alternatives of sustainable resources.
- Contribute to the design, development and maintenance of specialist resources and/or planned projects.

Teaching and Learning Assistance

- Offer guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.
- Interact with pupils in a supportive way to aid the development of their ability to think and learn.

Health and Safety:

- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Keeping up to date with health and safety requirements and with developments in Design & Technology.
- Under the overall guidance of the line manager, ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard.
- Ensure the healthy, safe storage and accessibility of equipment and materials.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards.
- To help ensure that the classroom environment is a safe environment in which learning and skill development can take place.

General

- Contribute whole-heartedly to the organisation and running of enrichment activities and to other aspects of school life, drawing on their own interests and enthusiasms.

- Uphold the School's code of conduct and the values of The Kingston Academy.
- Maintain good order and discipline amongst pupils and be active in implementing the School's policies on rewards and sanctions.
- Attend staff meetings as required.
- Undertake supervisory duties as required.
- The Trust Board and Head Teacher reserve the right to ask staff to carry out other such duties as may, from time to time, be reasonably assigned operating within their conditions of service. The job specification does not allocate a particular amount of time to any of the above responsibilities.
- All staff are expected to operate, at all times, within the stated policies and practices of The Kingston Academy.
- Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in the job description.
- The Kingston Academy will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Safeguarding

- The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

STEM Technician Person Specification

This post would be ideally suited to a science graduate who might be considering a career in teaching at some point in the future.



	Essential	Desirable
Qualifications		
• 5 GCSEs including Science, Maths and English	X	
• A Level/BTec/Level 3 qualification in Science subject		X
• Ideally Good Honours STEM focused degree		X
Skills & Experience		
<input type="checkbox"/> Good oral, written communication and numeracy skills	X	
<input type="checkbox"/> Knowledge of 2D Design, 3D printing, laser cutting and Solidworks.		X
<input type="checkbox"/> Experience in product development, taking designs from concept to fruition.		X
<input type="checkbox"/> Excellent design realisation skills- sketching, rendering, CAD and modelling to lead towards manufacture		X
<input type="checkbox"/> An understanding of modern technologies; robotics, electronics, coding or smart materials	X	
<input type="checkbox"/> Experience in setting up equipment and resources for practical lessons of both D&T and STEM	X	
<input type="checkbox"/> Strong STEM background and subject knowledge	X	
<input type="checkbox"/> Responsible with a conscientious approach to health and safety in the workplace	X	
Experience of equipment maintenance		X

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<input type="checkbox"/>			
<input type="checkbox"/> Awareness or willingness to learn of safeguarding procedures and protocol in schools	X		
Behavioural Attributes			
<input type="checkbox"/> Willingness to clean up the lab after experiments	X		
<input type="checkbox"/> Patience with children and calmness under pressure	X		
<input type="checkbox"/> Proactive and hard working	X		