



December 2018

Dear Colleague,

Thank you for expressing an interest in the role of **Science Technician** at Tauheedul Islam Girls' High School and Sixth Form College.

These are exciting and important times for Tauheedul. The school has been transformed over the past few years. We have established systems and structures to support its mission statement 'to promote educational excellence from within a caring and secure Islamic environment'. We also have a high-achieving Sixth Form and are located in the Beardwood area of Blackburn, with fantastic facilities for learning and play. We are part of a Multi-Academy Trust, within a diverse family of faith and non-faith schools across the country.

Our Girls' School is one of the leading schools in the country. Over the past few years, Tauheedul Islam Girls' High School & Sixth Form College has:

- Achieved the highest of standards, with exceptional results in both our main school and our Sixth Form.
- Been judged by the Department for Education as one of the best schools in the country for students with low achievement at primary school and students from deprived backgrounds.
- Been designated as 'Outstanding' by Ofsted and a 'Teaching School' by the DFE to lead on teacher training and provide school improvement support to other schools.
- Developed a Sixth Form with around 200 students studying A Level and vocational studies.
- Developed into a 'Specialist Leadership' academy with an ambitious vision – nurturing today's young people, inspiring tomorrow's leaders.

However, there is so much more to achieve. The school wishes to sustain and enhance the quality of its provision, invest even more in the effectiveness of its staff and students, and provide personalised excellence through enrichment opportunities for all of its students. In order to support this vision, the school is looking to appoint an outstanding science technician to cover a short-term absence and support the learning of science.

Our vision is to 'Nurture Today's Young People and Inspire Tomorrow's leaders'. We aim to foster a leadership campus at Tauheedul; one where opportunities are tailored for the personal needs of each learner and their family, enriched with the values of discipline, mutual care and respect which extend beyond the school into the wider community.

As a Faith school, we also want to nurture our learners into model British citizens who exemplify the positive values of faith and community service. As a valued member of staff at Tauheedul, we passionately believe in supporting and nurturing your talents, so that you can progress professionally and achieve your potential both at the school and beyond.

I would like to thank you again for your interest in this post and for taking the time to read through the attached documents. I look forward to receiving your application by **MIDDAY on Friday, 14<sup>th</sup> December 2018**.

Yours faithfully,

(Hafez) Lukman Ahmed  
Principal

Attached: Person Specification and Job Description





Tauheedul Girls

## Science Technician Job Description

<b>Grade:</b>	S3 (SCP 14-17)
<b>Hours of Work:</b>	16 hours per week, Term Time Only including INSET Days
	Monday 9.00am till 1.00pm
	Tuesday 9.00am till 1.00pm
	Wednesday 9.00am till 1.00pm
	Thursday 9.00am till 1.00pm
<b>Contract:</b>	Temporary
<b>Responsible to:</b>	Director of Learning: Science

### MAIN PURPOSE

**To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.**

### JOB PURPOSE

- To be responsible for the preparation and maintenance of resources under the guidance and supervision of teaching and senior staff whilst ensuring that all Health and Safety regulations are adhered to.
- To support the learning within the classroom during lessons.
- To support the delivery of intervention and enrichment activities for learners at lunchtimes and after school.

### MAIN TASKS

#### Support for Pupils:

1. To support pupils in accessing learning activities using specialist skills, training and experience.
2. Deliver intervention and enrichment sessions.
3. Provide feedback to pupils in relation to progress and attainment.

#### Support for Teachers:

1. Implement structured and agreed work programmes/practical lessons under the guidance of teachers.
2. To be responsible and ensure the creation and maintenance of a clean and orderly working environment.
3. To be responsible for keeping and updating records as agreed with teachers and the Director of Learning for the Science Faculty, including the production of analysis and reports as required.
4. To promote and ensure the Health and Safety, and good behaviour of pupils at all times.
5. To design, prepare and maintain specialist equipment/resources as required by staff/curriculum/lesson plans, and assist others in their use.
6. To assist in the development of lesson/work plans, administration of coursework, worksheets etc.
7. To administer routine tests, contribute to the invigilation of examinations as required and undertake marking of pupils' work within a specialist area and record achievement/progress.
8. To contribute to planning, development and organisation of systems/policies/ procedures.

#### Support for School:

1. To be aware of and comply with policies relating to child protection, Health and Safety, confidentiality and data protection, reporting all concerns to a nominated person.
2. To work as part of a team and support the role of others at all times, contributing to the overall work and ethos of the school.
3. To undertake personal development through training and other learning activities including performance management, observation, evaluation and discussion with colleagues, and use this to lead, advise and support others.

4. To work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies/professionals in liaison with the teacher, to support the achievement and progress of pupils.
5. To implement planned supervision of pupils out of lesson time.

**Resources:**

1. Operate the relevant equipment, including in a safe and appropriate manner.
2. To ensure orderly and secure storage of relevant equipment and premises at all times.
3. Be responsible for the provision/ordering of stock and equipment.

**Administration:**

1. To ensure correct and up to date stock lists of equipment and materials. In addition supervision of the requisite Health and Safety checks.
2. Checking for damage and vandalism on a daily basis undertaking relevant repairs, or arranging for attention as required.

**This appointment is with the Star Academies. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.**



## Science Technician

### PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	State ment	Interview /Task
<b>QUALIFICATIONS</b>				
1.	A Levels <u>or</u> NVQ3 in Laboratory and Associated Technical Activities (LATA) <u>or</u> NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills <u>or</u> equivalent.	<b>E</b>	✓	
2.	Evidence of continuous professional development.	<b>E</b>	✓	✓
<b>KNOWLEDGE &amp; EXPERIENCE</b>				
3.	Knowledge of Health & Safety legislation as it relates to the work of a school.	<b>E</b>	✓	✓
4.	Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals.	<b>E</b>	✓	✓
5.	Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.	<b>E</b>	✓	✓
6.	Knowledge of GCSE and A Level exam board requirements.	<b>E</b>	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
7.	ICT skills to research, present and communicate effectively.	<b>E</b>	✓	✓
8.	Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum.	<b>E</b>	✓	✓
9.	Ability to identify work priorities and manage own workload and that of others.	<b>E</b>	✓	✓
10.	Ability to monitor, control and keep financial records according to the requirements of the school.	<b>E</b>	✓	✓
11.	Ability to maintain accurate work records and inventories.	<b>E</b>	✓	✓
12.	Ability to carry out risk assessments in relation to laboratory work.	<b>E</b>	✓	✓
13.	Ability to maintain a range of tools and equipment.	<b>E</b>	✓	✓
14.	Ability to prepare equipment and materials for lessons, as requested by the teaching staff.	<b>E</b>	✓	✓
15.	Ability to design, develop and maintain specialist resources.	<b>E</b>	✓	✓
16.	Ability to demonstrate developed interpersonal and communication skills.	<b>E</b>	✓	✓
17.	Ability to establish positive relationships with pupils, including those with special educational needs.	<b>E</b>	✓	✓
<b>PERSONAL QUALITIES</b>				
18.	Commitment to delivering enrichment and clubs in Science to enthuse learners.	<b>E</b>	✓	✓
19.	Highly organised, literate and articulate.	<b>E</b>	✓	✓
20.	A passionate belief in the school's mission statement, including education in a school with a strong faith ethos.	<b>E</b>	✓	✓
21.	A strong belief in the vision of 'Nurturing Today's Young People, Inspiring Tomorrow's Leaders' and the value of education in developing citizens.	<b>E</b>	✓	✓
22.	Highest levels of professional and personal integrity.	<b>E</b>	✓	✓
23.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	<b>E</b>	✓	✓
24.	Personal resilience, persistence and perseverance.	<b>E</b>	✓	✓
25.	Commitment to the pursuit of continuous professional development by oneself and others.	<b>E</b>	✓	✓
26.	Strong commitment to Fundamental British Values.	<b>E</b>	✓	✓
27.	Sympathetic to the values of the Muslim faith.	<b>E</b>	✓	✓