

PHYSICS DEPARTMENTAL ASSISTANT

REQUIRED FOR SEPTEMBER 2019

(FULL TIME – TERM TIME ONLY)

INFORMATION FOR APPLICANTS



BARNARD CASTLE SCHOOL

The history of Barnard Castle School

Barnard Castle School has its roots in the medieval past and its eyes set firmly on the future. The school traces its origins back to the nearby Hospital of St John, which was an educational and religious community established by John de Balliol in 1229. He was also the founder of Balliol College in Oxford and his passion for learning remains central to our philosophy today. In 1883 with a gift from Benjamin Flounders, a Victorian philanthropist, and the proceeds of St John's Hospital, the present main School building was constructed. Tony Jackson, the school's tenth Headmaster, was appointed in September 2017 as "Barney" embarks on an exciting new era.

The School

'When you are steeped in little things, you shall safely attempt great things'

This motto perfectly sums up what Barnard Castle School - or 'Barney' as it is affectionately known - aims to do in preparing its pupils for life beyond its doors. Through creating an inspirational, compassionate and unpretentious environment, Barney aims to develop young adults with character. Our staff believe that our pupils should be confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, and are prepared to live, embrace and lead in an ever-changing world.

'Parvis imbutus tentabis grandia tutus'.

The school has a genuine warmth amongst its 675 pupils and 180 staff, which fosters a strong sense of community and endeavour. It is highly unusual to find a school where pupils from Year 9 and Year 11 sit on a table at lunch together sharing a conversation, discussing their latest sports fixture or drama rehearsal. However, this attitude is ingrained in a Barnardian from very early on. The co-educational and cross-year group atmosphere starts in the journey from the Preparatory School (ages 4-11) right through to the state-of-the-art bespoke Sixth Form Centre in the Senior School (ages 11-18). A Barney pupil is quick to make someone else feel at ease, whether that is through simple encouragement or a warm smile.

Whilst we are extremely proud of what our pupils achieve academically, we also recognise the importance of preparing the next generations for an evolving and increasingly competitive global marketplace. To do this we focus on developing the individual character of every child, and during their journey with us, we aim to cultivate vital life skills through building relationships amongst the pupil body and teachers alike. Each pupil has a dedicated Tutor who meets with them a couple of times a week to discuss anything from pastoral issues to academic progress.

We want our pupils to develop a prepared mind for life beyond school. This requires confidence, resilience and compassion, all built up over a period of time, and in a variety of ways, both within and beyond the classroom. It also requires that most important quality: humility. At our core is an unpretentious and humble outlook, and it is this combination of confidence and humility that allows our pupils to light up a room.

We want teachers who believe in our purpose as educators and are proactive in immersing themselves in school life during term time. We would like them to role model the qualities we hope to instil in our pupils throughout their journey from the Prep School through to the end of the Sixth Form. Teachers are expected to take part in the extensive extra-curricular "Mind, Body and Soul" programme that runs between 4pm and 5pm and can choose to offer an activity that they are passionate about. We believe in fostering lasting relationships, and contact time with pupils outside the classroom is what makes the *Barney* difference.

The School is situated in its own extensive grounds on the outskirts of an historic market town, recently noted as being the safest in England, in an area of outstanding natural beauty. It is well-resourced and enjoys an enviable reputation for its pupils' achievements on a broad variety of fronts. It is also in proximity to and enjoys close relationships with departments in the universities of Durham, York and Newcastle.

Continuous improvement and investment have produced a number of new buildings, including the MacFarlane Building which houses Physics and ICT, the Atha Fitness Centre, an extension to our Prep School including a new science lab and the new purpose built Sixth Form Centre.

Further details about Barnard Castle School may be found in the Independent Schools' Yearbook and on the School's website www.barnardcastleschool.org.uk.

The Position

The Head of Physics requires a Departmental Assistant to support the teaching of the Physics curriculum. The appointee will be responsible for the organisation, delivery and development of technical services within the Department of Physics.

The Physics Department

The department is located in the M Block, a recently built, modern Physics and ICT building which is adjacent to the playing fields. The Head of Department and 2 teaching staff deliver the curriculum.

The Job Description

Reporting To: Head of Physics (HoD)

Responsible To: The Bursar

Duties

The duties of the Physics Departmental Assistant include (but are not limited to):-

Delivery of Technical Services

- Maintenance of a system for teaching staff to make practical requests, with appropriate notice periods and feedback to teachers on equipment availability, co-ordinating requirements for all department laboratories.
- The preparation, assembly, setting up, and testing of materials, components, apparatus, tools and equipment and ensuring their retrieval and clearing away after use.
- In partnership with the HoD, ensuring the requirements for practical examinations/assessments are met, including attending practical examination previews if necessary.
- Providing technical advice and assistance to teachers, technicians and pupils including assisting in practical classes where appropriate. Constructing and/or modifying simple apparatus using basic workshop skills.
- Maintaining and repairing apparatus and equipment, using external contractors if required. Annual PAT testing of mains electrical equipment, as required by COSHH legislation. Maintaining accurate records of all maintenance, repair and testing carried out.
- Monitoring systems to ensure the maintenance of practical facilities and laboratory services, liaising with the Facilities Manager as appropriate. Locking up of laboratories and stores and securing equipment when not in use.
- Contributing to the systems for determining, monitoring and maintaining stock levels of apparatus, equipment, chemicals and other materials to meet the Department's needs.
- Maintenance of the Department's specialist resources, including radioactive materials, and ensuring relevant usage logs are completed.
- Maintain a database of apparatus indicating its storage location.

Support of teaching staff

- Participating in the development of the Physics Department's practical and technical facilities to meet teaching/learning needs.
- Identifying equipment needs in consultation with teaching staff and participating in the selection of new items. Advising on best-value suppliers and arranging for the purchase of supplies and equipment as agreed with the HoD.
- Assisting in the setting up and demonstrating of experiments.
- Printing teaching materials as required.
- Maintaining stocks of stationery and consumables.
- Data entry.
- Assisting the HoD by maintaining financial records relating to the department's purchases.

Managing compliance

- Contributing to the monitoring systems for the safe storage of equipment, apparatus and materials, including chemicals and radioactive materials.
- Ensuring satisfactory maintenance of laboratories, storage rooms and preparation rooms, and liaison on safety and relevant legal requirements.
- Ensuring that apparatus, equipment and tools are appropriately maintained and issued.

- Provision of advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment Advising staff and the HoD when potential issues are identified.
- Ensuring that standardised risk assessments are available and that all staff are aware of their location. Maintaining a resource bank of safety information.
- When trained, first aid treatment of minor laboratory injuries.

Child Protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school.

In order to meet the high standards expected of support staff in our school, the Bursar seeks to employ a person with the following qualities, experience, skills and abilities.

Criteria	Essential	Desirable	Assesment
Qualifications and professional or vocation training	Educated to GCSE standard or equivalent with passes in English, Maths and Physics/Science. (High standard of literacy & numeracy).	Educated to in Physics to 'A' level or above. Certificate in First Aid. Certificate in Health and Safety including COSHH, and PAT testing. Full driving licence.	Application form and proof of qualifications
Experience		Experience of working in a school environment. Previous technical Physics/Laboratory experience.	Application form, interview and trade test.
Specific Knowledge		Awareness of standard procedures and the names of standard Physics experiments and demonstrations. Managing stock control and keeping records.	Application Form, Interview & References
Personal attributes, skills and values	Excellent social, verbal and written communication skills Positive attitude Approachable and flexible. Patience and determination Confident.		Application Form, Interview & References

	<p>Able to work on own initiative, and to specific deadlines with resilience.</p> <p>Able to work with and around staff and students in a school setting</p> <p>Able to organise workload and multi-task, and respond quickly to the changing demands of a busy department.</p> <p>Able to work without direct supervision.</p> <p>Able to work as a member of a team.</p> <p>Excellent attendance and punctuality.</p> <p>Willingness to learn and adapt with the ability to accept & manage change.</p> <p>Highly motivated with a drive to introduce continuous improvement.</p> <p>Reliable.</p> <p>Keen attention to detail.</p> <p>Confident user of ICT.</p>		
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All Staff of Barnard Castle School are expected to:-

- Have high professional standards and be an appropriate role model of reliability, behaviour and appearance
- To establish high standards of communication with all stakeholders
- To uphold the policies of Barnard Castle School
- To take an interest in how the School operates

Appointment Terms, Conditions and Benefits

The appointment is term time only plus 4 weeks.

Departmental assistants are required to work one week during the Christmas and Easter Holidays and the first and final week of the summer holiday to ensure the department is sufficiently prepared for the start of each new term.

The working hours are weekdays 8.30 am to 4.30 pm plus one Saturday morning in every three (in rotation with the other departmental assistants).

The salary will be dependent on experience.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As a boarding School, some public holidays (usually May day) are a normal working day and a lieu day can be taken in School holiday working weeks for this.

Probationary period: 6 months

Notice: During the probationary period by School and Employee is one week in writing. Post probationary is 2 months.

Absence: Entitlement to Statutory Sick Pay (SSP) only during first year. School sick pay as detailed in your contract will apply in 2nd and later years.

Pension Scheme: In accordance with the Pension regulations 2013, eligible job holders will be automatically enrolled into the Occupational Pension Scheme with Pensions Trust.

Medical: The post holder will be required to complete a medical declaration at the start of employment.

Applications

If you feel that you can meet the above requirements then please submit a letter of application along with the Barnard Castle School application form and a CV to the Bursar. Only applications containing the requested information will be considered.

Applications will be considered when received.

Applicants may telephone to discuss matters relating to the advertised post with the Bursar.

Applications should be sent to:

Mrs Suzanne Metcalf
Barnard Castle School
Barnard Castle
Co Durham
DL12 8UN

Phone: 01833 696003
Fax: 01833 696062
E-mail: hr@barneyschool.org.uk

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Barnard Castle School is an equal opportunities employer.

Contact

Mrs Suzanne Metcalf
Bursar
Barnard Castle School
Barnard Castle
Co Durham
DL12 8UN

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