



Whitcliffe Mount

"A good school"

Ofsted 2013

Behaviour & Safety of Pupils:	Good	✓
Leadership & Management:	Good	✓
Achievement of Pupils:	Good	✓
Quality of Teaching:	Good	✓

Whitcliffe Mount School



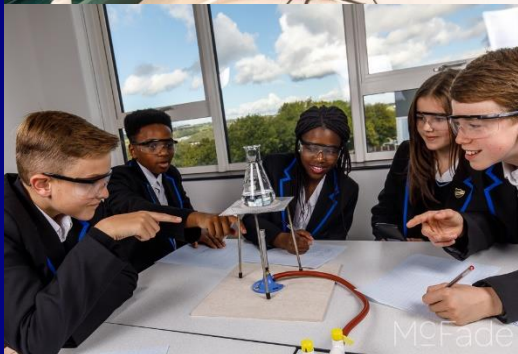
Lead Science Technician

Candidate Information Pack



"Whitcliffe Mount continues to be a good school"

Ofsted September 2017





Whitcliffe Mount School

Enjoy • Achieve • Celebrate

Headteacher: Miss Jennifer Templar

"This school continues to be good" - Ofsted September 2017



Dear Candidate,

I am delighted that you are considering joining us at Whitcliffe Mount. We are proud of our track record of ensuring our students enjoy their time at school and achieve highly, so that we can celebrate their successes. We are a good and improving school and ensure that students enjoy, achieve and celebrate their time at Whitcliffe Mount. I joined the school as Headteacher in September 2013 and I can honestly say it is a fantastic place to work – staff and students have made me feel extremely welcome!

In December 2013 we were visited by OFSTED who judged us as being good across the board. In September 2017 they revisited and confirmed that "Whitcliffe Mount continues to be good". The Ofsted team spoke very highly of our students who were fantastic ambassadors for Whitcliffe Mount during the inspection and we were proud to receive feedback on our students' excellent behaviour, their active participation in a range of school activities and clubs, the respect they show to others and the welcoming environment. Our students spoke openly with inspectors, explaining they felt safe and happy and that they were making good progress at Whitcliffe Mount. We have always celebrated our students' talents and achievements both academically and socially, but it is nevertheless fantastic to have this endorsed by Ofsted.

Student achievement is rising rapidly in the school. We expect a high standard of achievement, behaviour, attendance, punctuality and appearance from all our students. We believe that Whitcliffe Mount provides the ideal environment for our students to reach their potential in all areas. We also promote excellence in terms of examination results. I am delighted that all our young people achieved a qualification in 2017, with 55% of students achieving the new basics at grade 4+ in English and Maths, alongside this, an amazing 13% of students achieved 3 A/A* or equivalent grades.

To ensure our staff are fully supported we have a comprehensive, personalised CPD programme and an excellent induction programme. We are also a strategic partner of the Green Light Teaching School Alliance which offers opportunities for cross school working and further professional development opportunities.

Whitcliffe Mount has a very strong tradition of extracurricular activities and curriculum support activities with particular strengths in both Sport and Performing Arts, where students develop confidence and independent learning skills. OFSTED said 'The development of students' social, moral, spiritual and cultural skills is a strength of the school. This is promoted through students' participation in a wide range of school events, clubs, activities and trips that are timetabled to take place in every week of the school year.'

If you would like to apply for the post of Lead Science Technician at Whitcliffe Mount, please complete all the relevant sections of the Kirklees application form. A CV is not required. You should also enclose a letter of application (no longer than two sides) which briefly summarises what particular experience, skills and abilities you can bring to this post and why you would be like to join us on our journey at Whitcliffe Mount.

The deadline for receipt of applications is **Friday 2nd February 2018 at 12.00 noon**. Completed applications should be returned by email to recruitment@whitcliffemount.co.uk or by post to Mrs C Clough, Headteacher's PA.

We look forward to hearing from you.

Yours sincerely,

Jennifer Templar
Headteacher



Background information

Whitcliffe Mount School is an 11-16 comprehensive school with a roll of over 1240 with a PAN of 1250; we are oversubscribed in Years 7 & 8. The school is located on a pleasant green-field site on the outskirts of Cleckheaton, a medium-sized town which provides a wide range of reasonably priced housing. Junction 26 of the M62 (Chain Bar) is only one mile away and communications are good. The school is within easy reach of Leeds, Bradford and Huddersfield (all within 30 minutes travelling time) whilst Manchester, the Pennines, Yorkshire Dales and a wide range of countryside can all be reached easily.

The Student Support Team in the school is built around the child. The students are all a member of a form group organised by Year group. Alongside this, the school House system is organised in 5 sections which are grouped vertically through the school and add a competitive element to school life and provide a clear sense of belonging to a specific house.

The school's ethos is based upon a view that all students and staff should ENJOY, ACHIEVE & CELEBRATE at Whitcliffe Mount. We are committed to raising standards of student achievement, but in an environment which sees education as an exciting and enjoyable activity.

We actively encourage young people to develop a range of skills including teamwork, creativity, positive thinking, independence and reflective skills both within the curriculum and in our 'We Are Whitcliffe' and House Activity events. Alongside this we ensure our students develop confidence and responsibility promoting a love of learning and are ready for the wider world of education and work when they leave school.

In September 2017, Whitcliffe Mount moved into a brand new school, built under the Priority Schools Building Project. Students and staff have been delighted with the brand new facilities.

Please visit the school website for further information:

www.whitcliffemount.co.uk

Science Faculty information for applicants

The Science faculty at Whitcliffe Mount is made up of eleven passionate and dedicated teachers keen on helping students understand the scientific method and the Universe around us. Science lessons mainly take place in our eight brand new and purpose built laboratories on the 2nd floor of the school surrounding a large central preparation room. All of our science classrooms are equipped with Interactive Smart Boards and three are equipped with fume cupboards to allow us to demonstrate exciting chemical reactions in safety.

The Science faculty is led by the Director of Learning who is supported by two Deputy Directors of Learning (Science) and an Aspiring Lead Practitioner. The faculty is also supported by the invaluable expertise of science technicians (including lead technician) whose meticulous planning allows for a huge range of practical activities to be undertaken by students in all year groups and of all abilities. Students also benefit from access to our experienced and highly qualified science ETAs.

Curriculum Structure 2017-18

Director of Learning English/Media	Director of Learning Maths/ Computing	Director of Learning Science	Director of Learning ADT	Director of Learning Humanities	Director of Learning SMSC	Director of Learning Performance	Director of Learning MFL	Director of Learning SENCO
KS3	KS3	KS3	KS3	KS3	KS3	KS3	KS3	KS3
English	Maths Computing	Biology Chemistry Physics	Technology Art	History Geography	Citizenship & Fundamental British Values Pace Y7/8/9 RS Y7/8	Music PE Drama Y8/9	French Spanish	SEN
KS4	KS4	KS4	KS4	KS4	KS4	KS4	KS4	KS4
English Literature English Language Media	Maths Statistics ICT/Computing	AQA Trilogy AQA Separate Science	Art Child Development Engineering Construction Food	History Geography Sociology	Citizenship Fundamental British Values RS HSC Business PACE/RS Y10	PE Music Audio Production Performing Arts Drama	French Spanish	Employability SEN Step up
Deputy Directors of Learning								
2 x TLR 2b 1 x LP	3 x TLR 2b (2 x maths, 1 x Computing) 1 x LP	2 x TLR 2b 1 x ALP	1 x TLR 2b 1 x TLR 2c (job share)	2 x TLR 2b 1 x LP 1 x ALP	1 x TLR 2b	1 x TLR 2b (second in PE) 1 x TLR 2b (Drama) 1 x TLR 2b (Music)		1 x SEN allowance
HLTA/Faculty ETA (FETA)								
1 x HLTA 1 x FETA	1 x HLTA 1 x FETA	2 x FETA	1 x FETA	2 x FETA	1 x FETA	2 x FETA	1 x FETA	1 x FETA
Technicians								
		1 x Snr Technician 1 x Technician	3 x Technician					

Whitcliffe Mount School Improvement Plan September 2016 - July 2018

Our Vision

We are on a journey from 'good to great' and our core principles to underpin this are:

- Each student, regardless of ability, background or prior behaviour record, has the right to an outstanding education, care, guidance and support.
- Each member of staff, regardless of position or experience, is a critical player on our journey and needs to be recognised and valued as such.

Our Ethos

The school's ethos is based upon a view that all students and staff enjoy, achieve and celebrate at Whitcliffe Mount.

This ethos encompasses everything we do.

Enjoy • Achieve • Celebrate

We Are Whitcliffe

We actively encourage our students to develop teamwork, creativity, positive thinking, independence and reflective skills through our 'We Are Whitcliffe' skills and House Activity events

Reflective Learner
Team Worker
Responsible Citizen
Independent Thinker
Creative Entrepreneur

The Ofsted Framework

We evaluate our performance as a school using the Ofsted framework as a guide.

The four key judgements are:

The effectiveness of Leadership and Management
The quality of Teaching, Learning and Assessment
Personal Development, Behaviour and Welfare
Outcomes for Pupils

	Student Outcomes	Quality of Teaching, Learning and Assessment	Personal Development, Behaviour and Welfare	The Effectiveness of Leadership and Management
VISION	<p><i>“a universal responsibility for the achievement of every child - the needs of all students are met”</i></p> <p><i>“progress which is sustained by all learners”</i></p> <p><i>“no ceiling to achievement”</i></p> <p><i>“opportunities for a wide variety of enrichment for all students”</i></p> <p><i>“culture of celebrating success publicly”</i></p>	<p><i>“a relentless drive to provide high quality teaching that’s tailored to meet the needs of all learners”</i></p> <p><i>“challenging and inspiring lessons”</i></p> <p><i>“personalised learning allows students to reach and exceed their potential – building aspirations”</i></p>	<p><i>“Whitcliffe Mount has a positive ethos and learning culture – a thirst for learning and knowledge at all levels and from all stakeholders”</i></p> <p><i>“happy, aspirational well-rounded, confident students”</i></p> <p><i>“a safe, secure and healthy environment where students and staff flourish”</i></p> <p><i>“positive relationships with parents/carers and the wider community to support the school’s vision”</i></p> <p><i>“behaviour consistently well managed by all”</i></p>	<p><i>“leadership is ambitious, professional, strategic and inspirational at all levels</i> <ul style="list-style-type: none"> - Provides opportunities for staff development at all levels - Holds others to account - Praises staff” <i>“outstanding relationships are rooted in mutual respect where students and staff are happy, confident and valued”</i></p> <p><i>“a curriculum which is responsive to all students and facilitates post-16 progression”</i></p>
AIMS	<p>SO1 To reduce our in-school subject variation so that all outcomes are at least good.</p> <p>SO2 Improve outcomes for boys, in particular most able and disadvantaged.</p>	<p>TLA1 Embed great assessment practice that supports teaching to meet the needs of students.</p> <p>TLA2 To continue to develop a culture of self-improvement within teaching and learning.</p>	<p>PDBW1 Ensure our new Student Support systems meet the needs of students to be ready for the day, ready to learn.</p> <p>PDW2 Students are able to make informed choices that support their transition through school and beyond.</p>	<p>LM1 To develop our school practices so that everything we do at Whitcliffe Mount is aligned with the core principles of a growth mindset.</p> <p>LM2 To continue to develop leaders at all levels, including Governors, ensuring self-evaluation processes are rigorous.</p> <p>LM3 To ensure we are fully prepared for a smooth transition into our new school building.</p>

KIRKLEES COUNCIL

SECTION: ALL SCHOOLS MODEL - TECHNICIAN

JOB TITLE: LEAD TECHNICIAN (ADVANCED) 7 (SCIENCE)

GRADE: 7, (SCP 23-25)

PURPOSE OF JOB

To be responsible to the Director of Learning in co-ordinating the use and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all area of the school and outside organisations.

The curriculum areas include Science, Biology, Chemistry and Physics.

KEY AREAS

1. Laboratory Servicing
2. Construction and Repair
3. Health and Safety
4. Advisory
5. Administration
6. Staff Management
7. General

DUTIES AND RESPONSIBILITIES

1 Laboratory Servicing

- 1.1 To be responsible for the preparation of materials, stock, standard solutions, specimens, cultures and apparatus required for demonstration and for practical work in all laboratories is carried out.
- 1.2 To be responsible for the testing and setting up of demonstration experiments, ensuring that they work effectively and are cleared away.
- 1.3 To be responsible for the sterilisation of equipment.
- 1.4 To ensure the care of animals and plants kept for observation and experimental purposes.

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KIRKLEES COUNCIL

J O B D E S C R I P T I O N

- 1.5 To ensure the maintenance of the laboratories and the prep room, and ensuring all surfaces and equipment are clean and safe to use.
- 1.6 To deliver equipment and resources to laboratories or classrooms as requested.
- 1.7 To carry out investigations and experiments to obtain results to be used by the teaching staff to assist in the laboratory.
- 1.8 To set up ICT and multi-media equipment.
- 1.9 To be responsible for the cleaning of apparatus e.g. glassware as used by teaching staff and students.

2 Construction & Repair

- 2.1 To ensure maintenance and repair of apparatus and laboratory equipment to required standards, including obtaining estimates for more complex repair work.
- 2.2 To test new equipment and devise new practical work in consultation with the Director of Learning.
- 2.3 To design, construct and/or modify laboratory apparatus for use and display.

3 Health & Safety

- 3.1 To be responsible for safe storage and/or disposal of storage equipment, materials, chemicals and hazardous and non hazardous waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment.
- 3.2 To liaise with appropriate bodies ensuring that routine safety checks on laboratory equipment, fume cupboards, pressure vessels, first aid kits are carried out and that electrical and other safety checks are undertaken.
- 3.3 To advise faculty staff and others of potential hazards and of safe working practices within the Science Faculty.
- 3.4 To inspect, maintain and ensure correct use of safety equipment.
- 3.5 To give health and safety advice to technical staff, teachers and students.

KIRKLEES COUNCIL

J O B D E S C R I P T I O N

4 Advisory

- 4.1 To demonstrate experience/ investigations to the students to assist with the teaching and learning process.
- 4.2 To give technical advice to teachers, technicians and students.
- 4.3 To operate a loan system for equipment internally and with other schools, advising on suitability of equipment and experiments.
- 4.4 To assist in practical classes and carry out demonstrations working with students where appropriate.
- 4.5 To keep up-to-date with health and safety requirements and with developments in practical science. (Attending courses and reading publications etc)

5 Administration

- 5.1 To operate an efficient system for ordering, stocking, storing and distributing items used in the Science Faculty, including any associated record keeping.
- 5.2 To operate all relevant information and recording systems including cataloguing, filing and inventories, and legal records as they relate the Health and Safety and equipment/ appliance testing.
- 5.3 To attend relevant Science Faculty and other meetings.
- 5.4 To make petty cash purchases.
- 5.5 To maintain records of Science Faculty accounts in line with recognised financial procedures.
- 5.6 To receive and check deliveries and associated invoices.
- 5.7 To recommend the purchase of specific items of equipment, researching costs and raising orders in consultation with the Director of Learning.
- 5.8 To manage the data relating to the science faculty and produce reports as required.

KIRKLEES COUNCIL

6 Staff Management

- 6.1 Required to manage a team of Technicians.
- 6.2 Required to monitor performance and be involved in the performance management system.
- 6.3 Required to implement training and development needs for staff.
- 6.4 May be required to liaise with the Director of Learning to contribute to the induction of ITT students and NQTs.

7 General

- 7.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

- 7.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on going performance development and through School communications.

RESPONSIBLE TO: Director of Learning (school to indicate)

RESPONSIBLE FOR: Technicians as required by the school (optional)

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JD Reference No	SS/T07/Sc
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	



Advanced Science Technician - Employee Specification

Relevant Experience	Essential	Desirable	Assessment
Experience of handling and preparing chemicals.	✓		A/I/R
Previous experience of designing undertaking and setting up demonstrations in science laboratory setting.	✓		A/I/R
Previous experience of working in a relevant discipline in a school environment.	✓		A/I
Experience of management and supervision of staff.	✓		A/I/R
Qualifications	Essential	Desirable	Assessment
Science qualification at GCSE level or equivalent, or ability to demonstrate ability to work at this standard.	✓		A/R
NVQ Level 4 or equivalent, or equivalent experience in a relevant discipline.		✓	A/R
Numeracy and literacy skills to level necessary to undertake calculations, cash transactions and to produce reports and written correspondence.	✓		A/R
Special Knowledge and Skills			
A general knowledge of microscopy/chemical analysis/audio visual equipment/microbiology.	✓		A/I/R
Knowledge of the science curriculum	✓		A/I/R
Knowledge of COSHH regulations as they apply to school science laboratories.	✓		A/I/R
Knowledge of Health and Safety.	✓		A/I/R
Strong organisational and planning skills to manage the demands of a large team.	✓		
Knowledge of ordering/maintaining stock.	✓		A/I
Practical skills and ability to carry out repairs/maintenance.	✓		A/I
Ability to use ICT software and packages to support learning.		✓	A/I
Ability to manage and lead a team of Technicians.	✓		I/R
Ability to work on own initiative and as part of a team.	✓		I/R
Ability to communicate effectively with staff and students.	✓		I/R
Ability to provide relevant advice and support to teachers including assisting with classes/demonstrations where appropriate.	✓		I/R
Knowledge of and commitment to the Local Authority's policies and how they relate to the duties of the job.		✓	A/I
Any additional factors			
Commitment to ongoing personal training and development.	✓		I
Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	✓		I

AF – Application Form
 I – Interview
 R – References

DISCLOSURE AND BARRING SERVICE (DBS)
DISCLOSURE CLEARANCE

INFORMATION TO JOB APPLICANTS

The DCFS has issued guidance to employers, 'Safeguarding Children & Safer Recruitment in Education'. This guidance details the pre-employment checks that should be made on all people who have contact with children and young persons and came into force on 1 January 2007.

The successful candidate to this post will be appointed subject to an enhanced criminal record check (Disclosure) from the DBS before the appointment is confirmed. **Please note, no appointments will be confirmed until a satisfactory criminal record check is received from the DBS.**

The successful candidate will receive with the letter of appointment a CRB Application Form together with practical "Notes on the Completion of a DBS Disclosure Application".

Please note that having a Criminal Conviction will not necessarily bar you from employment with the School/Council. A copy of the "Policy on the Recruitment of Ex-Offenders" is enclosed.

A copy of the DBS Code of Practice and further information about the Bureau and the disclosure service can be found on its website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Alternatively, the DBS can be contacted by post or telephone. The bureau's address is PO Box 110, Liverpool L69 3EF. The information line number is: 0870 90 90 811.

Contacts:	<u>(Teachers / Support Staff)</u>	
	Dan Spencer	01484 221000
	<u>(Volunteers)</u>	
	Darren Mansfield	
	Linda Crowther	01484 221000

Disclosure and Barring Service:

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation using the Disclosure and Barring (DBS) service to assess applicants' suitability for positions of trust, in the interests of preventing unsuitable people from working with children and young persons in the education service, Kirklees Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
- **HAVING A CRIMINAL RECORD WILL NOT NECESSARILY BAR YOU FROM WORKING WITH US.** This will depend on the nature of the position and the circumstances and background of your offences.
- Kirklees Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of their race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process, for posts where the successful applicant will be an employee, volunteer or school governor.
- We actively promote equality of opportunity with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be required in the event of the individual being offered the position. This applies to all school based posts and posts where the post holder has contact with children and young people.
- Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that information is sent under separate, confidential cover, to a designated person within Kirklees Council and we guarantee this information is only seen by those who need to see it as part of the recruitment process.
- We ensure that all those in Kirklees Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to that position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. At any such meeting the successful candidate (subject to disclosure clearance) will have the right to Trade Union representation or person of their choice

