

Bishop Young C of E Academy

Recruitment Application Pack

Science Technician

Ref: OCT20232783



A photograph of two young women in school uniforms standing in a locker room. They are both wearing dark blazers, white shirts, and striped ties. The woman on the left has long braids and glasses, while the woman on the right has curly hair. They are standing in front of a row of wooden lockers. The image has a blue tint.

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Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Bishop Young Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are confident that genuine collaboration fundamentally drives the way in which we make a difference to the lives of all our learners. Through school to school collaboration we can live out our vision and ensure that our students can live 'life in all its fullness' (John 10:10).

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.



Helen Patterm & Catherine Garrett
Co-Chief Executive Officers

Welcome

Dear Colleague,

Thank you for your interest in the role of Science Technician at Bishop Young C of E Academy. We are seeking a dynamic, passionate, caring and ambitious person to join our wonderful Bishop Young family.

This pack contains information about the role, from which we hope you will gain an understanding of the requirements, duties and responsibilities, inspiring you to apply.

We are a values driven school, a place of nurture where we know our pupils. Pupils feel safe and enjoy school. In our recent Ofsted visit report, the inspectors refer to the 'calm and orderly environment' which exists at Bishop Young and states that 'within lessons, and across all areas of school, pupils behave well.' It was particularly pleasing to see that the report recognises the fantastic work that our Student Senior Leadership Team does. 'The school's student leadership team are involved in many aspects of school. They are highly regarded and are seen as role models to younger pupils.'

Our Special Educational Needs provision was also highly praised in the report. We were exceptionally pleased to see that Ofsted have recognised the great work that has already started in our new resource provision Dovecote. The report states 'Pupils with SEND are well supported at Bishop Young. Leaders, including the Special Educational Needs Coordinator (SENCo), have created a culture of inclusivity. Support staff make effective contributions in and out of lessons. The systems in place to nurture and support all pupils, but especially those with SEND, are of a high quality. The school's commitment to pupils with SEND has been strengthened by the creation of a new integrated resource for pupils with autism spectrum disorder.'

We continue to do the very best for each student in our care. We strive to help all children to recognise their talents, build on their strengths, recognise where they may find something tricky and help them have the skills to move forward from this. We strive to create caring, thoughtful and articulate pupils who are proud of themselves and the communities they live in.

The Academy values and invests in the continuing professional development of all staff. Our staff wellbeing programme has been recognised nationally and has featured on BBC Look North. As a key part of the Abbey Multi Academy Trust staff also have opportunities to collaborate with colleagues in our partner Academies.

We very much look forward to receiving your application.

Rachael Cole
Head of School

Pupils are proud to attend this school. They are eager to learn. They speak to each other and to members of staff openly and with respect. They are supported in and out of lessons, and always have adults to speak to when they need help or advice.

OFSTED 2021



Position: Science Technician
Nature of contract: Permanent
FTE salary: B1 SCP 4-6 (£21,189 - £21,968) FTE
Actual Salary: £17,201 - £17,833
Working hours: TTO only plus 5 days (39 weeks), 35 hours per week
Start Date: As soon as possible

Bishop Young C of E Academy is a thriving and highly successful 11-16 Church of England convertor Academy which serves the community of East Leeds. We are part of Abbey Multi Academy Trust and share in the Trust mission to work In Partnership to 'Educate, Nurture and Empower'.

We are looking for a dedicated individual who can:

- Provide support to the Science teaching staff at the Academy.
- Maintaining the laboratories including equipment
- Assisting teachers in the delivery of lessons as directed.

You will be:

- A highly motivated and hard-working individual
- A team-player who also has a flexible and adaptable approach
- Has the ability to build good relationships and has good communication skills
- Someone who will support the Trust's Christian ethos as well as our shared mission and values

What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos
- Enthusiastic, well-motivated colleagues
- A 24/7, confidential Employee Assistance Programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers
- Free secure on-site parking
- Membership of a pension scheme

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

In Partnership to Educate, Nurture and Empower

For more information about us or our academies visit www.abbeymat.co.uk. Find out about more about Bishop Young Academy by visiting www.bishopyoungacademy.co.uk.

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed, and encouraged and can be arranged by contacting obracement@bishopyoungacademy.co.uk.

If you have questions about the recruitment process, please email recruitment@abbeytrust.org.

Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.

We promote diversity and want a workforce which reflects our communities.

ADVERT

How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: **Noon, Wednesday 18th October 2023**

Interview date: **To be held soon after closing date.**

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the [Recruitment Guidance for Applicants](#) in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.

Job Title:	Science Technician
Salary Scale:	B1 SCP 4-6 (£21,189 - £21,968) FTE
Actual Salary:	£17,201 - £17,833
Working Hours:	TTO only plus 5 days (39 weeks), 35 hours per week
Reporting to:	Achievement Director for Science

Overall purpose of the post:

To provide support for all aspects of teaching and learning in the Science Department. This will include maintaining the laboratories and assisting teachers in the delivery of lesson as directed by the line manager.

Key responsibilities:

- Check all laboratories and equipment before each day to ensure they are in good working order
- Check the lesson plan and prepare appropriate equipment and materials as required
- To advise, assist and support the department in the development and use of ICT within the Science curriculum.
- Clear away at the end of each lesson, ensuring laboratories are left clean and tidy.
- Maintain stock levels through discussion with teaching staff.
- To support teachers in the delivery of lessons within the faculty
- Conduct health and safety checks on laboratory fixtures and equipment ensuring same is running correctly.
- Maintain a list of suppliers and catalogues and order as required, ensuring best value for money is obtained.
- Report all breakages, breakdowns, damage to the Head of Faculty.
- Maintain a record of all stocks held within the laboratories, monitor the budget accordingly and supply data to the Head of Department on the budget expenditure.
- To participate in programmes designed to promote personal and professional development.
- To carry out all the above in accordance with school Health & Safety Policy and relevant national guidelines e.g. CoSHH.
- To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the Academy or as developed as an outcome of your performance management.
- To undertake administrative duties as required

Abbey MAT responsibilities:

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person

- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade and responsibilities of the role.

Qualifications		Essential			Desirable		
1	Good general level of education to GCSE, or equivalent including Maths and English GCSE Grades A* - C or equivalent (or other qualifications that demonstrate good literacy & numeracy skills)	A		I			
2	A level at grade C or above in either physics, biology or chemistry	A					
3	A track record of recent, relevant professional development	A					
4	Recognised ICT qualification				A		
Professional knowledge, skills and abilities		Essential			Desirable		
1	Knowledge of laboratory operating methods	A		I			
2	Knowledge of laboratory safety requirements	A		I			
3	Recognised support assistant qualification				A		
4	Well-developed time management, planning and organisational skills	A		I			
5	Ability to work effectively with colleagues at all levels in school	A	R				
6	Sound judgement and ability to make decisions based on understanding of relevant information	A		I			
7	Adaptability to changing circumstances/ideas	A		I			
8	Ability to work under own initiative	A		I			
9	Ability to form professional relationships		R				
10	Reliable, punctual, flexible and adaptable		R				
Experience and Professional Attributes		Essential			Desirable		
1	Evidence of experience in a similar work in a school environment	A		I	A		I
2	Experience of dealing with young people	A		I			
5	A commitment to our mission and values, demonstrated by current practice	A	R	I			
6	Appropriate and effective professional relationships with all		R	I			
7	Excellent interpersonal, written and oral communication skills			I			

8	Support for the Christian ethos of the Multi Academy Trust	A	R	I			
Safeguarding and promoting the welfare of students		Essential			Desirable		
1	An appropriate motivation to work with children and young people	A	R	I			
2	Ability to maintain appropriate relationships and personal boundaries with children and young people	A	R	I			
3	Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	A	R	I			

The criteria will be evidenced as indicated.

'A' refers to the candidate's application form and letter,

'I' to interview, and

'R' to reference

Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.



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Abbey Multi Academy Trust

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A member of

