



ST MARY'S CALNE

SCIENCE TECHNICIAN (BIOLOGY)

September 2019

(36 hours per weeks, term time only)

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 365 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

There is an opportunity for an experienced Science Technician to join our award winning team (Platinum Science Mark 2018-2021) at an exciting time when the Head of Science responsibility is being passed to a new incoming Head of Department. Our new Technician will organise and prepare Biology practical activities, provide specialist technical support for Biology (including classroom support) and will also support the other services of the Science Department resulting in a full, varied and satisfying role within the team.

St Mary's is committed to safeguarding and promoting the welfare of pupils.

Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.



Headmistress: Dr Felicia Kirk

BA (University of Maryland), MA and PhD (Brown University)

THE SCHOOL: ITS ETHOS AND AIMS

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.

Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.



BENEFITS OF WORKING AT ST MARY'S CALNE

St Mary's Calne offers an academically enriching working environment within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

Excellent, tailored continuing professional development within the department and across the school.

Competitive salaries and a contributory pension scheme.

Discounted membership of the St Mary's Calne Sports Centre.

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time.

Free on-site parking.



THE SCIENCE DEPARTMENT

The Science Department currently consists of four Biologists, two Chemists and three Physicists. There are three full-time technicians. It is forward-thinking and values teaching which is both engaging and enthuses the girls, with the aim of inspiring them to think of continuing with Science as a career.

In both LIV and MIV (Years 7 and 8) the girls follow a bespoke curriculum which is specifically designed to ensure that a love of scientific inquiry is engendered from day one. The year is divided into three 7 week blocks and the girls are taught each of the three sciences in rotation by a subject specialist for 2 lessons a week.

From UIV (Year 9) upwards the Department teaches the Edexcel IGCSE specifications in all three sciences. Attainment across Science at IGCSE has shown consistent improvement each year, with the 2018 cohort achieving an average of 69% A* in each of the sciences. The results for 2019 will represent the first cohort to complete the new specification Edexcel IGCSE specification with a 9-1 grading system.

A high proportion of girls go on to take Sciences in the Sixth Form. Girls do very well at A Level, achieving an average of above 30% A* grades across the three sciences in the last two years. Over the same period, the average of grades A* - B has been over 90%.

Physics follows the AQA specification at A Level.

Currently there are many former pupils who are reading a scientific subject at university. Some examples include Biology and Chemistry at Oxford, Engineering, Natural Sciences at Cambridge, Veterinary Science and Medicine.

Within the department we try to provide as many extra-curricular activities as possible across the whole field of Science. We have termly enrichment weeks, a week of science events and activities for British Science Week as well as other trips to GCSE Science Live, the Bristol museums, Science festivals, and lecture events. All Physics VI formers participate in the BPhO annually, and the L6 Physics students take part in the Engineering Education Scheme with great success. This year we are competing in the 'Bloodhound Race for the Line' and we have started a lego robotics club.

The school has five well-equipped laboratories, which are housed in a separate science block, along with a science classroom located close to the laboratories. There are two prep rooms as well as a separate chemical store. Within the Science building there is a workroom with dedicated desk space for each member of staff as well as a photocopier and printing facilities.



THE POST

- To organise and prepare the biology practical activities requested by teachers
- To provide specialist technical support (Biology) to teaching staff in the Science Faculty, including in-class support with pupil activities.
- To support the other services of the science department.

Main Duties & Responsibilities

- To provide specialist assistance and support the teaching staff in the preparation and assembly of teaching resources: paper-based, apparatus and equipment across all sciences (with a speciality in Biology).
- To take a lead role in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities, under the general direction of the Heads of Department and Head Science Technician.
- To prepare, equip and maintain classrooms, laboratories and workshops for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
- To contribute to teaching sessions, as appropriate, by demonstrating or advising on the proper use of materials for practical activities, including teacher directed support for individuals or assisting with practical project work (e.g. as part of post-16 studies).
- To maintain and undertake reasonable repairs to equipment where practical to do so or to arrange alternative servicing by approved contractors.
- To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
- To maintain appropriate records for the control and allocation of relevant equipment and resources, including service schedules and inventories.
- To undertake ordering and stock allocation activities and maintain appropriate records.
- To support the Teaching Staff with the organisation and preparation of displays of subject materials or students' work, when appropriate.
- To be responsible (alongside the Head Science Technician and the Head of Science) for Health and Safety within the department and to ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This will involve undertaking regular checking procedures and risk assessments, as appropriate to the work area and may involve additional training.
- To play a proactive role in developing the skills and expertise of teaching and technical staff and in promoting 'best practice' in all aspects of the work requirements.
- To assist with ensuring all laboratories and science classrooms are correctly stocked at all times.

- To support, and at times to lead, extracurricular activities run by the department, subject to standard health and safety and safeguarding guidelines.

Job Context: The post holder will play an important role in providing specialist technical support to teaching staff within the designated work area and in ensuring the safe and proper use and maintenance of resources and equipment. The specialist technical knowledge and skills will support a variety of teaching activities, including more advanced work with post-16 examination courses.

Supervision and Work Planning: General supervision will be provided by the Head Science Technician as appropriate. There will be a need for day-to-day liaison with relevant teaching staff. Most activities will be undertaken without direct supervision.

Problem Solving and Decision Making: Applying technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment. This may include:
identifying health and safety considerations
diagnosing faults in equipment and determining appropriate remedial action
designing and constructing equipment to meet identified requirements
trialling experiments and activities to establish suitability for classroom application including practical skills tests for GCSE and A level.

Communication: The post involves working closely with all school staff, particularly teaching staff, teaching assistants and other administrative staff.

Physical Effort: Lifting and movement of resources and equipment to teaching laboratories will be required, using trolleys where appropriate in line with current Health and Safety legislation.

Compliance: Latest Data Protection Act and all school policies with special regard to those relating to Health and Safety, smoking and acceptable use of the internet.

Equipment: Competent use of ICT when appropriate to produce resources and support teaching. Competent use and application of specialist equipment for the relevant subject area/department.



Entitlements / Staff Development and Training: To undertake any activities which will support the post, including an annual professional development review.

Special Notes / Conditions: The post holder will be expected to act as an adult role model and support school policies. Protective clothing will be provided

PERSON SPECIFICATION

Essential

- An understanding of Word, Excel and an ability to learn to use the internal computer systems
- An ability to prioritise work
- An ability to work methodically and systematically.
- An ability to work with an attention to detail.
- To be numerate
- To be punctual and efficient
- An ability to work both individually without supervision and in a team
- Science A levels or equivalent
- A commitment to professional development

Desirable

- Previous experience as a science technician
- A Science qualification post-A level
- An interest in the education of young people
- A knowledge of Physics and Chemistry in addition to Biology

WORKING HOURS

The role is term time only + 1 week over the summer holidays (36 weeks per year).

The post offers a 36 hour working week over Monday – Friday (90% of the standard full time support role week). Lunch is provided during term time however lunch breaks are unpaid. Holidays cannot be taken during term time.

FURTHER DETAILS AND HOW TO APPLY

Further information about the school may be viewed on the website: www.stmaryscalne.org

An application form may be downloaded from the website or can be sent on request. Please contact:

Mrs Clare Oatley St Mary's School, Calne, SN11 0DF
T: 01249 857300
E: recruitment@stmaryscalne.org

A **fully completed application form**, together with a **covering letter**, should be sent by email above.

Email is very much our preferred method of receiving applications and receipt of an application will be acknowledged as soon as possible.

Closing date for applications: Midday Friday 16th August 2019

Planned interview date: Friday 23rd August 2019

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are on the following page.

EXTRACT FROM

ST MARY'S CALNE CHILD PROTECTION POLICY

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or background. We follow the child protection procedures set out by the Wiltshire Safeguarding Children Board (currently transitioning to Local Safeguarding Partners) and have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2018*. Our policy takes full regard to *Working Together to Safeguard Children 2018 (WT)*, *What to do if you are Worried a Child is Being Abused (2015)* and the *National Minimum Boarding Standards (2015)*.

At St Mary's Calne we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.



St Mary's School Calne (incorporating St Margaret's Preparatory School & the St Mary's School Sport Centre)

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