



Wyvern St Edmund's
Academy

APPLICATION PACK



LEAD SCIENCE TECHNICIAN

REQUIRED FOR:
AS SOON AS AVAILABLE

CLOSING DATE FOR APPLICATIONS:
9AM MONDAY 15TH JANUARY 2024

WE RESERVE THE RIGHT TO BRING THE CLOSING DATE FORWARD. THEREFORE CANDIDATES ARE ENCOURAGED TO SUBMIT APPLICATIONS EARLY.

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY



Welcome from the Headteacher



Wyvern St Edmund's
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Dear Prospective Applicant,

Welcome to Wyvern St Edmund's Academy (WSE). As Headteacher, I am immensely proud to lead the school and serve its community of students, staff and parents/carers. WSE is a founding member of the Magna Learning Partnership, situated on the eastern outskirts of Salisbury with beautiful views over the Laverstock Downs to the east and Salisbury Cathedral to the southwest. We are proud of our reputation for high-quality teaching, excellent academic outcomes for our students and strong, effective pastoral care.

In September 2022 we legally opened as Wyvern St Edmund's Academy, enabling us to take full advantage of the benefits associated with inclusive coeducational learning and social development. Wyvern College and St Edmund's School were formally two separate schools, just a few yards apart: Wyvern for boys and St Edmund's for girls. Over the past 15 years the schools have worked closely together, sharing: expertise, staffing resources and mixed GCSE classes.

We have a tremendous team of support staff, teachers and teaching assistants - some of the most talented professionals I have ever worked with - all of whom are proud to work at WSE and passionate about educating, supporting and nurturing our young people. Our collective vision of helping each student to develop into the best version of themselves is at the heart of everything we do and motivates us to provide impactful teaching, comprehensive pastoral care and extensive extra-curricular provision. Moreover, our vision is rooted in Christian beliefs and values whereby we expect our students to use their developing gifts, talents and character to serve others in the local community and beyond (1 Peter 4:10).

Being a vibrant, happy and forward-looking school, WSE is without doubt a great place to teach. Our parents and carers are hugely supportive of the school and we pride ourselves on forming strong and effective partnerships with young people and their families: we work collaboratively throughout any challenges and rejoice in the many successes which come from being part of a wonderful school.

New staff joining the school can be assured of a warm, supportive environment along with excellent professional opportunities for all staff and a strong sense of shared vision and ethos: we help our students to become the best version of themselves in order to serve others. We want all of our students to use their gifts and talents to serve other people well. We are very proud of our caring Christian ethos that runs through every aspect of school life.

We have a close and positive relationship with Salisbury Sixth Form College (S6C) which is a short drive away from WSE. Our partnership with the college means that there are opportunities to work collaboratively with KS5 students and teachers.

I look forward to meeting you so that you can see for yourself just how great Wyvern St Edmund's is.

Yours sincerely

Mrs L Henderson
Headteacher

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About this Role



Thank you for your interest in applying for this post. This is an exciting opportunity to join a happy and successful school with excellent achievement and delightful students.

We require a Lead Science Technician to join our Science Department

You will join an enthusiastic, forward thinking and supportive team in an innovative environment.

This position is:

- Permanent;
- 32.5 hours per week; term time only 39 weeks .
- Salary: MLP Grade G. FTE Salary of £26,873, pro-rata salary of £20,303;
- Start date: as soon as available;
- Closing date for applications: 9am Monday 15th January 2024.

Please be aware that dependent on the number of applications received, we reserve the right to bring the closing date forward. Therefore candidates are encouraged to submit applications early.

We are hoping for someone energetic, passionate and fun to work with. We are a creative and forward-thinking team who pride ourselves on developing positive relationships with students; we believe that being approachable and caring is what helps us safeguard students and drive progress.

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Why work at WSE?



Wyvern St Edmund's
Academy

We are committed to a staff culture where people feel well-supported, professionally engaged, challenged and valued. In turn, this culture enables our students to become the best versions of themselves because they are nurtured and inspired by a committed, happy staff team. We are very proud of the progress that students make here at WSE. We are committed to a process of constant school improvement so that our students are afforded every opportunity.

Staff wellbeing is at the heart of our vision and all staff, as our most important resource, are to be valued, supported and encouraged to develop personally and professionally within a vibrant, empathetic and caring community.

There are some additional perks that we are able to offer such as private healthcare, reduced corporate gym membership, free car-parking and the Wiltshire Rewards cashback programme, which staff really appreciate. Staff also benefit from our commitment to professional development and, in working as part of a multi-academy trust with four secondary schools, groups of subject leaders and teachers are able to meet regularly to share ideas, schemes of work and to moderate together.

Visit our website and see what our staff say
about [working at WSE](#)



Ofsted

The February 2018 Ofsted inspection recognised our 'relentless drive to raise standards' and praised the 'clarity of vision' and 'inspiring' ideas that we have.

In January 2020, Ofsted also observed that 'the move to combine Wyvern College with St Edmund's School has widened the curriculum available to students. An effectively planned curriculum means that students are learning well and students feel well cared for and know that there is always someone to whom they can go if they have a problem.'

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY

The Science Department



Science Mission Statement

Through engaging teaching and a relevant, challenging curriculum, our mission is to inspire and foster students' curiosity in Science and the world around them. We strive to equip students with the skills, knowledge and experience to make informed decisions and become confident, successful, educated individuals who contribute positively to our planet.

Our department is experienced, enthusiastic and dedicated. It is made up of seven full-time and three part-time teachers. We all work closely together, sharing ideas, resources and expertise in a supportive and co-operative manner. Our aim, supported by SLT, is to inspire students so that they love their Science lessons and absolutely see the benefit of the subject.

Our high expectations of students and ourselves ensure that we are always striving for the very best outcomes for students and trying to discover those who have a special talent for Science.

Key Stage 3

The Key Stage 3 curriculum is challenging, enriching and enjoyable and covers all aspects of the National Curriculum. We have just written a new scheme of work across Key Stage 3. Each module has 10 lessons, which is made up of six taught lessons, a DIRT (responding to written feedback) lesson, test lesson and two lessons where we carry out investigation work to stretch and challenge our students and build on the content covered.

Key Stage 4

At Key Stage 4 we follow the AQA Trilogy specification. Most students follow the Combined GCSE Science pathway, and the more able students follow the AQA Separate Science pathway.

The Science department is a caring, supportive atmosphere where staff and students are able to be their best. We have built on each others' strengths to become the very successful department that we are today. We are proud of the range of enrichment opportunities we provide: Science club, science week and trips and visits are all part of our annual enrichment programme; we are constantly aiming to find the next generation of Nobel Prize Winners! We also have a lot of fun as a team!

If you want to work in a supportive team, in a school with fantastic staff and wonderful students, then this vacancy is one you should definitely apply for!

We hope to hear from you soon.

Paul Cutts
Head of Science

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY

How to Apply

Please take time to look at the information about WSE through our website. Should you have any specific queries that are not answered by the information we have provided, or wish to visit the school prior to making an application, please contact HR (hr@wyvernsted.org; 01722 328565).

Applications should be submitted via the TES Portal including a supporting statement detailing any relevant experience, skills or other information which you think makes you suitable for this particular role. Please try to include information that helps us get to know you as well as your professional skills.

[Visit our TES Portal to apply.](#)

A full application pack is available on our website:
<https://www.wyvernsted.org/223/vacancies>

Should you require a hard copy of the application form, please contact Rachel to request this.

Safer Recruitment Checks

Wyvern St Edmund's are relentlessly focussed on safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

Online searches with regards to information that is publically available online will also be carried out for all shortlisted candidates.

Equality

Wyvern St Edmund's will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

WSE are committed to supporting flexible working and will welcome applications from those that wish to work flexibly.

Job Description

Job Purpose

To provide high quality Technician services to the Science Department, supporting the curriculum by ensuring the needs of the teaching staff in the department are met. To line manage a team of Technicians.

The following job description outlines the main responsibilities of the job.

Responsible to: Head of Science

Main Duties and Responsibilities:

- To ensure a high quality technician service is provided to the Science Department.
- To lead and manage a team of Science Technicians.
- To Support the curriculum by ensuring that the needs of the teaching staff in the department are met.
- To set up apparatus for special demonstrations to Science lessons.
- To prepare equipment, chemicals and materials for classrooms, paying particular attention to the safe use and handling of the same.
- To assist the teacher with the fabrication of equipment and resources required for use in the laboratories.
- Contribute to the development of practical elements of lesson plans.
- To undertake regular testing and maintenance of the science equipment.
- To assist with the ordering of resources and with the receipt of all deliveries, checking against delivery notes and checking all discrepancies.
- To assist with the maintenance of an inventory of materials, chemicals, equipment and associated stock taking duties.
- To undertake further relevant training.
- To trial experiments to ensure validity.
- Develop new systems in the laboratories and prep rooms to improve the technical support service.
- Supervise training of new technicians when appropriate.
- Shopping for perishables.
- First Aid training or a willingness to undertake training.

Managing Health and Safety

- To ensure appropriate training in the application of health and safety law including. COSHH, CLEAPSS, standards and the schools own health and safety policies.
- Apply these legal requirements, standards and policies as instructed by your line manager.
- Ensure that statutory health and safety regulations and safe practice are complied with in all aspects of the work, and be proactive in monitoring and ensuring compliance.
- Remove from use any equipment that is deemed unsafe and report it to your line manager.
- Report any misuse of tools, equipment and materials.
- Assist teachers, when requested, in carrying out risk assessments for demonstrations and practical's and keep a log of all risk assessments.
- Ensure the safe storage of all chemicals and equipment.
- Dispose of waste materials appropriately.



- Advise staff on any problems and safety concerns.
- Carry out or arrange routine maintenance of science laboratories and equipment.
- Manage the COSHH assessment log ensuring there is an assessment on site for all chemicals which is up to date and available in case of a fire.
- To undertake safety checks as required and ensure compliance with the requirements of Health and Safety, COSHH, and other relevant legislation and school documentation.
- Ensure laboratories are kept clean and tidy in conjunction with teaching staff.
- Cleaning skins, chemicals and study surfaces, spillages of chemicals- store materials tidily.
- Keeping equipment clean.
- Cleaning and maintaining of goggles.
- Carrying out safety checks on equipment, for example bunsen tubing etc.
- Write safety precaution guides.

Supervision and Management

The job holder regularly supervises up to 5 staff.

Creativity and Innovation (Problem Solving)

The job holder contributes to the development of new operational policies within the school. They will develop programmes of work for Technicians to allow the delivery of lessons in accordance with the curriculum and schemes of work as directed by the teacher. They establish and maintain appropriate storage systems and organisational standards for all working areas and storage of specialist equipment, materials and apparatus etc.

Key contacts and relationships

- Variety of school staff and students - routine information relating to programmes of work for technical staff, experiments, demonstrations and practical work plans. Explanations relating to practical work, demonstrations, experiments, use of specialist equipment and health and safety precautions.
- Teaching staff and students - deliver practical demonstrations, experiments and impart specialist knowledge during the lesson to deliver the curriculum in accordance with the teacher's lesson plan.
- New Technicians and existing Technicians - involvement in the direction, instruction, appraisal and induction.

Decision making

The jobholder may make recommendations relating to the purchase or acquisition of specialist equipment, stocks and supplies for scientific experiments and practical work. They decide on the most appropriate and effective means of training delivery to new and existing technicians in response to changes in health and safety regulations, guidance from CLEAPPS, COSHH, changes in curriculum.

Resources

The jobholder controls stocks and materials necessary for undertaking scientific experiments and completing practical work.

Working Environment

The work is subject to interruption but this does not normally affect the overall work programme for the jobholder. Some lifting, pulling and stretching is involved. The work is undertaken within science laboratories. The jobholder is in contact with hazardous materials and equipment used in conducting demonstrations. There is contact with members of the public, visitors to the school, contract staff, students etc.

Knowledge and skills

The jobholder needs the ability to undertake a variety of advanced tasks involved in the organisation and supervision of specialist technical support. The technical knowledge and skills required will be equivalent to NVQ 3 level.

This job description will be reviewed annually as part of our Appraisal process and may be subject to amendment or modification at any time after consultation with the post holder. It is not comprehensive but sets out the main expectations of the school.