

Wallington High School for Girls



Science Technician (A Level Biology Specialism)

Application Pack



Wallington High School for Girls

HEIRS OF THE PAST, MAKERS OF THE FUTURE

November 2022

Dear Candidate

Thank you for your interest in the position of Science Technician (A-level Biology Specialism) at Wallington High School for Girls (WHSG).

We aim to be a truly outstanding school with an excellent academic reputation that provides first class care, guidance, support and development so that our students enjoy a positive experience during their time at school and leave well prepared for life beyond. That aim applies not only to our students but to all our staff as well.

We are seeking to appoint a motivated, talented and enthusiastic person to join our existing team and become a valued member of our School's community.

I hope you will find the information in this pack interesting and informative.

We very much look forward to receiving your application.

Yours faithfully

Richard Booth

Headteacher





Wallington High School for Girls

Information for Applicants

The School

Wallington High School for Girls (WHSG) is a selective academy for approximately 1500 girls aged between 11 and 18. We are part of the Girls' Learning Trust, a multi-academy trust that also includes Nonsuch High School for Girls and Carshalton High School for Girls. The school first opened in 1888 and moved to its present site in 1965. The school is heavily over-subscribed with more than 2000 applications each year for the 210 places in Year 7; many external students also apply for our sixth form. We are a multicultural community with an increasing percentage of minority ethnic groups. Over 47 different first languages are spoken and this brings a rich diversity to our school.

Our students achieve at the highest level academically. In 2022, 91% of our GCSE entries were awarded 9/7grades. At A level, 65% of our entries were awarded A*/A grades. The vast majority of our students move from WHSG into higher education including Oxford and Cambridge and with an increasing number of students (over 60%) gaining places at Russell Group universities or medical schools. Our students are highly able, motivated and a delight to teach. Students enjoy positive and co-operative relationships with staff and it is very rare if an external visitor to the school does not comment on the high calibre of the students.

We are particularly proud of our strong pastoral system and girls enjoy a comprehensive programme of PSHE throughout the school. We encourage our students to be active and responsible citizens through a variety of charitable and community activities. The school also operates a very successful House system, led by student House Leaders which encourages integration between the year groups and provides leadership opportunities for students. Similarly, a strong Head Girl and Senior Prefect team and School Council ensure that the student body has a voice within the school and that younger students are supported.

Outside of the classroom we are fortunate in having staff who provide a wide range of extra-curricular opportunities for students and this is central to our ethos. Sport plays an important part in the life of the school and we are successful at national and regional level in a number of sports including Tennis and Badminton. Similarly, we have many opportunities for students to showcase and develop their talents in Music, Dance, Drama and the Arts. We enjoy a successful Combined Cadet Force (CCF) partnership with Wilson's School which is very popular with girls in Year 9 and above and an equally successful Duke of Edinburgh scheme. Our commitment to this ethos is reflected in our curriculum provision where a number of enrichment days are set aside, the timetable suspended, and students take part in a number of activities and events that allow them to develop and prepare for life beyond the school.

The Sixth Form

We are proud of our thriving and ever growing Sixth Form that has an excellent academic reputation and provides first class guidance and support so that students enjoy a positive and successful post-16 experience and leave us well prepared for life beyond school.

With around 500 students in the Sixth Form, we offer an extensive choice of A Levels taught in excellent facilities by subject experts. The vast majority of our students in Year 11 choose to stay with us for their Sixth Form education and we also warmly welcome external applicants who meet our requirements.

In addition to A Levels, all students in Year 12 will take an elective intended to develop their communication skills and build their cultural capital. There are a number of options available, including the Extended Project Qualification (EPQ) which develops skills of analysis and independent research, vital for success in undergraduate study. Students also follow a wellbeing programme, including dedicated PSHE time (Personal, Social, Health and Citizenship Education) and Physical Education.

WHSG Sixth Formers continue their education at some of the most prestigious universities in Britain and abroad. To support our students in achieving this, we run an extensive Higher Education programme that includes Oxbridge preparation as well as clear guidance on 'informed choices', Russell Group Universities and the UCAS process.

However, our Sixth Form is about so much more than excellence in academia and we offer a wealth of leadership and extra-curricular opportunities. The prefect team are an integral and highly valued part of the Sixth Form. Lead by our two Head Girls they are a dynamic team who coordinate a large amount of activities giving them brilliant leadership opportunities. In addition, Our Sports Leaders run clubs and contribute to our annual gym and dance display. Furthermore, it is Sixth Form students who run some of our most successful clubs and societies, including the Model UN, African-Caribbean Society and our award winning Glee club. All students are actively involved in our local community as part of our volunteering programme, this includes visiting nursing homes and working in local primary schools.

Curriculum

We currently run a three year KS3, although students begin their GCSE courses in Science in Year 9. Our KS3 students study two modern foreign languages alongside the other national curriculum subjects. At KS4, students study for ten GCSEs, which includes a Language option and a Humanities option. The vast majority of our students continue into the Sixth Form at WHSG where they can choose from a wide range of A level subjects. Many students can opt to study for the Extended Project Qualification (EPQ) in Year 12.

Senior Leadership Team

From September 2022, the Senior Leadership Team consists of one Deputy Head, four Assistant Heads and five Directors of Faculty, who work closely and supportively to plan for the future development of our highly successful school. Collaborative and open working practices ensure coherence and clarity in the leadership and management of the School. The Local Governing Body is a strong and supportive team with considerable professional expertise. In addition, the CEO of GLT and the Trust Board provide support and challenge to the school. The Leadership Team meets together twice weekly. The first meeting focusses on operational matters and the second has a strategic focus. In the strategic meeting we work on or report back on current leadership priorities. Each member of SLT is responsible for project planning their priority areas on the SDP. There is a personal assistant who provides administrative support for all members of the leadership team



Staff Workload and Wellbeing

Staff are our most valued asset and we place a high emphasis on staff well-being and professional development. In a recent survey amongst our staff, **91% agreed or strongly agreed** that there was an atmosphere of trust and mutual respect within the school and **96%** said that they were proud to work at the school. As part of our commitment to staff well-being and development, we offer the following to teaching staff:

Professional Development

- CPD programmes tailored to individual's aspirations which are based both in school and across the wider Trust
- An additional INSET day at the beginning of the academic year dedicated to teacher planning and preparation
- Our "No lesson judgements" policy ensures our lesson observations are developmental and supportive
- One INSET day a year dedicated to moderation and curriculum preparation
- An annual cross-Trust teaching conference allowing the chance to meet and network with other staff
- 'Pop-up' CPD run by staff for staff on issues of their choosing, including pastoral

Staff Welfare

- A Marking and Feedback policy designed from the bottom up, with regard for teacher workload, based upon a set of principles, different according to department
- Data capture that is measured and timely - we report progress two or three times a year (depending on year group)
- Minimal written reports
- No requirement for teachers to submit lesson plans, even for lesson observations
- Teaching staff are only required to do one twenty minute duty each week
- Supportive yet challenging governance, which understands that teachers are our most valuable resource
- End of school day at 2.50pm making it easier for staff to pick up their children from local schools
- Work scrutiny is departmentally-based and developmental
- We are a school that appreciates the importance of family and do our best to support staff when there are issues and requests for additional leave regarding family events and an Additional Leave policy that supports staff when they may need time off school
- A teaching load of 43/50 1 hour periods of teaching per fortnight maximum.
- The average size of our A level classes is 13 students and GCSE is 24 students. We also continue to run many A level classes even if their numbers are small

Support

- The school calendar and training is planned in advance across the whole year so people know what is happening and when
- In-house cover supervision team
- A highly effective and proactive support staff that play an important role in supporting teaching and learning
- An Events, Communication and Visits team that are responsible for organising key school events and trips
- Every full-time teacher operates from a base classroom and has an office based work station which means our large staff room can be work station free

Benefits

- School budgets are set making the assumption that everybody will get their incremental pay rise
- 'Champagne Moments', a staff reward and recognition scheme
- A two week half-term in the Autumn Term
- Free tea and coffee provided in the staff room
- Access to our fitness suite
- A Staff Association that responds to the welfare of the staff and organises social events
- Use of onsite canteen offering hot meals and salad bar
- Teaching staff can go home if they have PPA time last period of the day
- Opportunities to participate in enrichment activities e.g. theatre visits
- Assisted cycle purchase scheme and designated cycle parking bay
- Opportunities for flexible working
- Access to Workplace Options scheme, for confidential independent employment advice
- Outer-London salary scales with easy access to central London
- Free on-site parking
- Access to Workplace Options scheme, for confidential and independent employment advice
- Membership of the Teachers' Pension Scheme (TPS) or Local Government Pension Scheme (LGPS)
- Childcare Vouchers

Environment

- Pleasant working environment with very well-behaved students
- The school has invested heavily in new buildings and in IT in every classroom
- Eleven acres of school grounds set in Green Belt land

More information on the school can be found at our website

www.wallingtongirls.sutton.sch.uk

The Science Department



We would like to welcome you to the Science Department. Our main aim is to provide the best possible science education for all students, by providing quality where it counts - in the classroom! We recognise our obligation to make science relevant to the needs and interests of the students, and we constantly strive to provide an invigorating experience for all students, irrespective of differences in ability, gender and cultural background.

The Science Department is the largest in the school; currently we have eighteen teaching staff and five technicians. The Teaching and Learning Responsibilities of the department are broken up into the Director of Faculty Head of Chemistry, Head of Biology, Head of Physics and Head of KS3 Science. The department works extremely well as a team and supports each other. Ideas are shared regularly to ensure consistency across the department.



CPD is taken very seriously and all members of the team are fully supported in their own professional development as well as in opportunities to represent the department on whole-school committees and to take a lead role on specific areas of their own expertise and interest.

Accommodation and Resources

There are thirteen dedicated Science Laboratories and five preparatory rooms. We are well-resourced with PCs in two laboratories and whiteboards with projectors in each laboratory. There are numerous class sets of text books and e-books available to use.

Extended Activities

For KS3, there is a weekly Science Club (run by our Science Prefects), where students with a keen interest in Science can come along to carry out exciting and fun practical activities, whilst KS4 students can partake in the CREST award club. There are a wide range of competitions and challenges throughout Key Stages 3, 4 and 5, which students enthusiastically embrace. A wide variety of enrichment days are run, including a Forensic Science Day in Year 9. Revision classes are offered throughout the key stages, for exam preparation and extra support.



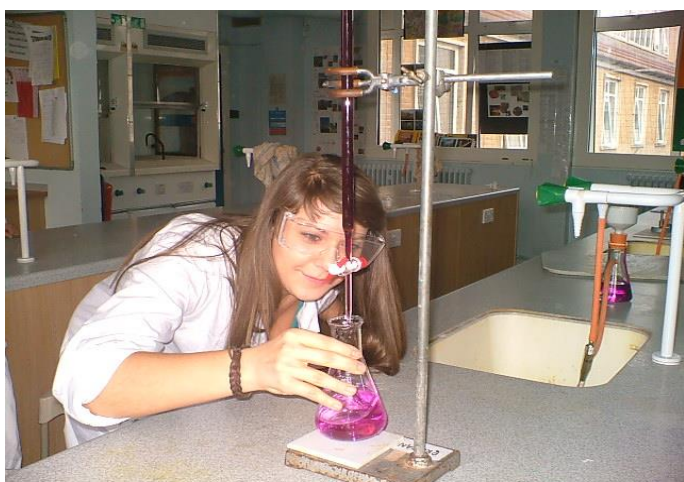
Examination Results

Over the last five years the exam results in all three sciences have been excellent, with well over 85% of students gaining 7-9 grades at GCSE in all three subjects. Many students opt to study Biology, Chemistry and Physics in the Sixth Form and we have sixteen groups in Biology and Chemistry and six groups in Physics. Results at A-level are equally excellent, with many students going on to take science-related subjects such as Medicine, Dentistry and Engineering courses at university, including Oxbridge.

KEY STAGE 3



In Years 7 and 8 students are taught a combined science curriculum. Students have six hours per fortnight of Science teaching. The Key Stage 3 curriculum is condensed over Years 7 and 8. Students build on their scientific knowledge and understanding from Key Stage 2 and also build on their skills in scientific enquiry and investigations, such as: using scientific models and ideas to explain phenomena; understanding the applications of science; planning, carrying out, analysing and evaluating investigations; communicating what they did and its significance; learning the value of experimental evidence in supporting scientific ideas; developing their ICT skills.



The units covered will be based on Biology, Chemistry and Physics using a whole range of resources and the department has an in-house SoW which is reviewed regularly to keep it relevant and interesting. Students learn to handle laboratory apparatus safely and accurately and learn how to apply their knowledge in unfamiliar situations, using scientific models and ideas to explain phenomena; understanding the applications of science; planning, carrying out, analysing and evaluating investigations; communicating their ideas; learning the value of experimental evidence in supporting scientific ideas; and developing their ICT skills.

KEY STAGE 4

All students study the three separate sciences at GCSE. Biology and Physics follow the Edexcel specification, whilst Chemistry use AQA. Access to online textbooks and homework activities are provided for all students.

KEY STAGE 5

As at KS4, Biology and Physics follow the Edexcel specification, whilst Chemistry use AQA. Students receive ten hours of teaching per fortnight for each subject in Year 12 and nine per fortnight in Year 13. All students studying for Science A-levels work towards the Practical Endorsement in their subjects, completing between 12 and 16 core practicals throughout their course. Other practicals to support learning are also regularly completed.





Science Technician (A-level Biology Specialism)

Job Description

Line Manager:	Senior Science Technician
Supervisory Responsibility:	0
Grade:	GLT range 3, point 7-10
Hours of work:	36 hours per week, 41 weeks per year

The Department

The Technicians are key members of the Science staff team. The success of teaching and learning depends on working well as a whole faculty and good team work, efficient resourcing and support for teaching staff and students with their practical laboratory requirements. Practical work is an essential component of the Science courses offered by the school at all times.

Main purpose of the job

1. To help support a team comprising of five other technicians in preparing, supplying and maintaining equipment and other resources for use in practical science lessons, with a focus on the Biology department at Key Stage 5.
2. To contribute fully as a Science technician in the support of students and their learning which may include assisting teachers with demonstrations or students who need extra provision with practical work.
3. To perform any other tasks which ensures the smooth running of the Science Faculty.

Main responsibilities and tasks

- To prepare, supply and maintain the equipment and other resources used for lessons in the Department, paying attention to all the relevant safety guidelines.
- To assist the Senior Technician in securing an environment in which students can safely pursue all aspects of their learning.
- To perform any other tasks which ensures the smooth running of the Science Faculty.
- To take a pro-active role in the support of the students: to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work to help meet the needs of all students.

The core tasks of the technician team are:

- Preparing, setting out and clearing away apparatus, chemicals textbooks, ICT, general and audio-visual resources for classes.
- Assembling, maintaining and repairing equipment e.g. glassware, within the areas of their expertise.
- Preparing experiments and demonstrations e.g. energy circus, agar plates, distillation, standardised solutions, microwave kit etc.
- Servicing the laboratories and other practical areas in the Department, maintaining class sets of equipment kept in each laboratory and including on-call attention to hazardous spills, broken glassware etc.
- Stock keeping and advising the Senior technician of impending shortfalls.
- Preparing the requirements of individual coursework projects and/or practical examinations.
- Helping and advising staff and students with their apparatus needs.
- Checking inventories and maintaining records
- Liaising with other members of the technician team to keep services running smoothly and helping the other technicians, as appropriate with their workload.
- Preparing for and taking part in as appropriate by advance arrangement fieldwork e.g. trips, Biology A level residential.
- Following safety procedures within the relevant guidance and keeping up to date with COSHH regulations and CLEAPSS advice.
- Take part in the performance management arrangements.
- Other appropriate tasks as requested by the Head of Subject and Senior Technician.
- Maintaining a clean, safe and tidy working environment at all times.
- To undertake and maintain training in First Aid (Emergency At Work), and to act as a First Aider, when called upon, and if necessary supervise students/staff in the Medical Room, in accordance with the Duty Rota.

General duties

- To be aware of and comply with School policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require. The Job Description will be subject to periodic reviews to fit in with the needs of the school and provide development opportunities as appropriate. It is not a comprehensive set of tasks, but sets out the main expectations of the school in relation to the postholder's responsibilities and duties at this time.
- To participate in training, other learning activities and performance development as required.

Key measures of success

- Resources for practical science lessons available at designated times/places and ready for use in a safe and useable fashion.
- Ensures the smooth and effective running of science activities for open evenings.
- Is able to advise teaching staff in plenty of time when it is not possible to meet an equipment request.



Science Technician

Person Specification

1. RELEVANT EXPERIENCE

<u>Essential</u> <ul style="list-style-type: none"> • Relevant laboratory experience, ideally within a School environment • A good, all round knowledge of a working lab including Health & Safety awareness • Good practical skills and an interest in all Sciences 	Application form and interview
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2. QUALIFICATIONS & TRAINING

<u>Essential</u> <ul style="list-style-type: none"> • Educated to at least GCSE grade C or equivalent in a Science subject 	Application form and certificates
<u>Desirable</u> <ul style="list-style-type: none"> • First Aid Training • Science Degree 	Application form and certificates

3. SKILLS & ABILITIES

<u>Essential</u> <ul style="list-style-type: none"> • Good numeracy and literacy skills • Organisational abilities to run multiple projects at any one time • Ability to prepare Science practical lessons at secondary school level (Years 7-11) • Ability to prepare practical lessons to A-level in at least one science • Ability and willingness to acquire new skills, through relevant training and induction • IT skills including windows, email and spreadsheets • Willingness to be aware of relevant policies/codes of practice. 	Application form and interview
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4. PERSONAL QUALITIES

<u>Essential</u> <ul style="list-style-type: none"> • Ability to be resilient and flexible in a fast-paced school environment • Ability to work collaboratively & productively with a wide range of colleagues • Empathy for young people • Calm and confident approach to work • Ability to use initiative and work independently • Good communication skills 	Application form and interview
<u>Desirable</u> <ul style="list-style-type: none"> • Willingness to 'lend a hand' and 'join in' with school activities and play a full and active part in the life of the school 	Application form and interview



Notes to Applicants

Safeguarding

Wallington High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction

Your written application:

We hope that after reading the information pack you will want to apply for the post advertised.

Closing date: Friday 6th January 2023 at noon

(We reserve the right to close early should the right candidate be found)

If you are shortlisted, we will take up references prior to your interview unless otherwise specified.

For your convenience our specimen contracts can be viewed on the vacancy page of the School website.

As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

For further information about this and to read our Data Protection and Freedom of Information Policy please visit one of our schools websites: For WHSG <http://www.wallingtongirls.sutton.sch.uk/Policies>