

Loreto Grammar School

A National Teaching School
and National Support School

Science Technician

Information for candidates

March 2018



Loreto Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



OUR MISSION STATEMENT

I am the Way
the Truth
and
The Life

(John 14:6)

At Loreto Grammar School Altrincham, students, staff, parents and Governors form a Catholic community. We aspire to create a caring, structured environment in which teaching and learning and the experience of school

- are characterised by joyful and loving service to others
- challenge each of us to realise our full potential in a spirit of joy and creativity
- encourage the pursuit of excellence
- uphold honesty, justice and mutual respect
- enable us to be questioning, independent learners and "seekers of truth"
- prepare each of us to meet with confidence the challenges of a changing world
- improve and enrich the life of the wider community and enable us to be an example of Christian values in the world as witnesses to God's Living Kingdom

Our values are centred in God, rooted in gospel values and derive from the vision of Mary Ward.

Love and speak the truth - at all times

(Mary Ward)

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SCHOOL AIMS

We aim to be a place of learning in which students can:

- 1 achieve their full potential, spiritually, intellectually, morally, physically and emotionally
- 2 experience and enjoy success
- 3 gain a positive view of themselves and a courteous appreciation of others
- 4 develop skills, knowledge and understanding to make a constructive contribution to society
- 5 appreciate the benefits of education and its relevance to their place in the outside world
- 6 develop a sense of community
- 7 develop lively and enquiring minds and the ability to think rationally
- 8 appreciate human achievements and aspirations
- 9 understand issues of right and wrong.

To achieve these ends the school will:

- 1 recruit, support and develop teams of effective and committed staff
- 2 take into account and develop individual abilities and talents and acknowledge difficulties
- 3 encourage regular attendance and high personal achievement
- 4 ensure a broad, balanced and coherent curriculum
- 5 provide a supportive pastoral framework which values good behaviour, encourages good relationships and recognises a wide range of experiences both inside and outside the classroom
- 6 work in partnership with parents
- 7 regularly monitor, evaluate and aim to improve.

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Loreto is a Roman Catholic Grammar School for girls, with Academy status, situated within the Borough of Trafford. The school is heavily oversubscribed, and there are currently 1043 girls on roll. The majority of the girls come from Trafford, with others from the neighbouring Authorities of Manchester, Stockport, Cheshire and Warrington.

Loreto is a wonderful school in which to learn and work, a school which is rooted in a rich tradition whilst at the same time very forward looking and keen to keep apace of educational development. We provide an outstanding curriculum, one which is carefully planned and consistently reviewed to meet the needs of the girls at every Key Stage. Our ICT infrastructure is excellent and enhances effective and innovative learning.

We are privileged to have a dedicated and passionate group of staff who are experts in their individual specialist areas. The hallmark of colleagues at Loreto Grammar School is their willingness to go the extra mile for the girls and their commitment to this community. The extra-curricular life here is extensive. The girls rise to the academic challenge and appreciate the positive relationships with their teachers. They are reflective learners and engage wholeheartedly with the broader aspects of school life in relation to for example, social justice issues and service to others. We aspire to fulfil the girls in our care in developing them spiritually, academically and physically in a happy, supportive and enthusiastic environment where each is recognised for her intrinsic worth and valued for her own sake. Fundamentally, we are a welcoming and happy community.

The Governing body comprises Loreto Sisters, parents, former parents and staff. They are passionate about this community, committed to it and rigorous in holding us to account.

As a National Teaching School and National Support School, the CPD opportunities for staff are many and exciting, including Research and Development projects and accredited Leadership programmes. We deliver the School Direct programme through the Teacher Development Agency and in conjunction with Manchester University. We are a member of the Specialist Schools Trust Leading Edge partnership, a Gifted and Talented network. Currently Loreto Grammar School is supporting another Trafford school, St Antony's Catholic College.

We are privileged to be part of the International Loreto network and acknowledge the far reaching work of the Sisters. They are active in their support of the school as Trustees and support education in England through the Loreto English Education network (LEEN). Our work is rooted in the Vision, Values and Philosophy of Education of Loreto schools. The values of sincerity, excellence, truth,

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freedom, internationality, justice and joy underpin all that we do. We are proud to support the work of Loreto International in India and Albania, in particular.

The work of all members of our school community reflects the School Mission Statement and is characterised by 'joyful and loving service to others', the aim of which should be to encourage 'the pursuit of excellence' and to enable each student 'to realise her full potential in a spirit of joy and creativity'. Our students should leave Loreto prepared 'to meet with confidence the challenges of a changing world'. It is, in the words of the poet William Butler Yeats more "*to light fires than to fill buckets.*"

Our most recent Ofsted report of October 2008 states:

'This is an outstandingly effective school.....The school provides an excellent atmosphere in which the girls are challenged to think and learn..... It is rooted in the school's deeply embedded Catholic ethos within which the students' spiritual and moral development is profoundly nurtured.'

In the Ofsted inspection, a parent described the school as follows:

"Loreto is that indefinable element which wraps up duty, care, faith, purpose, example."

Our Section 48 report in of November 2013 notes that:

"Outcomes for pupils, the provision for Catholic Education, leadership and management in the development of the Catholic life of the school are all confirmed by this Inspection as outstanding. The core values of the school are strongly evidenced throughout in terms of practice, aspiration and relationships all in the context of high academic achievement."

In March 2017, HMI visited Loreto to conduct a Curriculum Review. At the end of the visit it was noted that:

"The Curriculum, informal curriculum and extra - curricular offer enrich and broaden the experience of the girls, to make them ready for world that awaits them".

In short, Loreto is an exciting and stimulating professional environment in which to work.

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THE SIXTH FORM

The Sixth Form are integral to school life, whilst they enjoy separate privileges and distinct spaces in School, they play an active and vital part in the school community.

The overwhelming majority of students stay on into the Sixth Form, and every year places are offered to a significant number of applicants from other schools. We currently have 270 students in the Sixth Form and, with newly opened Sixth Form facilities in 2015, we have the capacity for growth. We offer the widest range of A Level subjects in Trafford schools and our curriculum "drives aspirations, it takes students to places they did not know they could reach and it is central to our desire to enable our students to meet with confidence the challenges of a changing world". (Loreto Education in England, Vision Values and Philosophy).

The majority of girls go on to Higher Education, with nearly two-thirds of our cohort pursuing their studies at Russell Group institutions. We have regular success with applications to Oxford and Cambridge and, more recently with prestigious colleges in the United States, including Princeton. Students aim high and we support them in a range of competitive applications for vocational, academic and creative undergraduate courses at the top higher education establishments in the UK. Of late, there has been an increasing interest in Graduate Calibre apprenticeships and school leavers' programmes in the Big Four accountancy firms. I believe that this trend will continue. Our results are excellent and our students achieve consistently at the highest levels. In 2017 for example, the cohort achieved 37% grades A*/A and 71.5% grades A*- B at Advanced Level, and 29 students achieving 3 or more subjects at grades A*/A. We feature consistently in the Times Top 100 schools, this year ranking 75th in the country for state schools.


The world in which we live measures success predominantly in terms of examination results. In a Grammar School it is important that we challenge the girls to succeed in this domain; nonetheless central to our core aspirations is the conviction that, in the words of Pope John Paul II "the promotion of the human person is the goal of the Catholic School". We have actively committed a generous proportion of curriculum time to such development through tutor time and our Aletheia programme, encompassing reflection and discussion of the greater questions of life. We believe this to be vital in the increasingly complex and challenging world in which the girls live.

Work experience, volunteering and community service are key elements in the development of students' responsibility and resilience. 119 students currently benefit from work experience placements on a weekly basis as part of the Sixth Form Enrichment programme. Alternatively, students can increase their study skills and independence by working towards the Extended Project

Qualification, typically a group of 20 Year 12 students. We are proud that so many students take part in the National Citizenship Scheme, 57 students in 2017, and that we are able to foster links with our community and partner primary schools through volunteering and mentoring. We have established a 'Big Sister' mentoring programme with our associate school, St Antony's in Urmston, in which 15 Year 13 students are paired with Year 11s to guide them through this crucial year. The Duke of Edinburgh programme is a popular extra-curricular activity and, we currently have 28 students working towards the Gold and Silver Levels. Every year, Sixth Formers establish teams for the Young Enterprise initiative and they create, produce and market their ideas in partnership with local businesses. This gives them the opportunity to operate in a real business environment, most recently the Manchester Christmas Markets.

Chaplaincy is thriving at Loreto. Our 'IMPACT' Chaplaincy group, led by Sixth Formers, looks at local and global social justice issues through the lens of the United Nations Sustainable goals. Sister Cecelia O'Dwyer, IBVM, is our voice at the UN and is very interested in the work undertaken in school and beyond. The plight of Trafficked Women in Albania is a particular focus supporting the work done there by Sister Imelda Poole, IBVM, who visits school. Bi-annually, 30 Sixth Formers and 5 members of staff travel to Kolkata, India, for 2 weeks visiting our sister school to work with the Rainbow girls (whose families live on the streets), boarders (who come from challenging home circumstances and mainly funded by the sisters) and the regular day students supporting mainly English, Maths and Science lessons. The trip is life-changing on many levels. 29 girls have trained in school as Eucharistic Ministers in order to serve both our community and their local parishes. Through our links with local parishes, our Year 8 students are invited to prepare for the sacrament of Confirmation with their parents.

Internationality is one of our seven school values and we have a responsibility to instil a global outlook in our young people. We have worked with both the SSAT and with Educatius UK to organise both short cultural visits and extended placements for European students in the Sixth Form.

The image shows two young women with long dark hair, wearing school uniforms consisting of white shirts and dark blazers. They are sitting at a table in what appears to be an art or design studio, focused on painting. There are paint palettes and brushes on the table. In the background, several computer monitors and various posters or artworks are visible on the walls.

THE POST

Science Technician

We are looking to appoint a Science Technician to join our Science Department. You will have an area of responsibility within the team plus general duties. The department comprises 13 members of Science teaching staff, including the Head of Science, Ms Ruth Westbrooke; Head of Chemistry, Mr Roger Chard; Head of Biology, Miss Caroline Romain and Head of Physics, Mr Steven Pearce. There are three Science Technicians, led by a Senior Technician, Ms Patricia Davey.

The department is a cohesive team, with a shared vision to provide the best overall learning experience for all the students in its care and they work hard to ensure this is the case. Collaboration is “the norm”, with expertise being readily shared and colleagues eager to learn from one another. The standards of teaching and learning are very high. The support of the Science Technicians is crucial in supporting such excellence.

A good standard of general education is required and further Science based qualifications would be an advantage but full training will be provided. The post is suitable for a college or university leaver or for candidates who may have some experience of working in a busy environment and the ability to relate well to adults and young people. A good standard of computer literacy is also required. A high level of communication skills are required for dealing with staff and students. The role will suit people who enjoy working independently as well as within a team with excellent organisational, time-management and prioritising skills. A common-sense approach to work and dealing with problems is essential.

This is full-time, term-time only role (39 weeks per year). The standard working hours are 8.30am to 4.30pm Monday to Thursday and 8.30am to 4.00pm on Friday with 30 minutes for lunch each day. There may be some flexibility with the start and finishing time if required but these must fit in with the needs of the department and the other Technicians.

REMUNERATION AND BENEFITS

- An enthusiastic and successful Science Department
- Professional development and training opportunities
- A supportive working environment through the Loreto community and its wider context
- Students who are full engaged and committed learners
- Full-time term-time only contract
- Permanent contract for the right candidate
- Salary: Scale 3 points 14-17 (depending upon experience) £17,681 - £18,672 pro rata pa
- Membership of the Greater Manchester Pension Fund (part of the Local Government Pension Scheme) and includes life assurance
- 5 days' extra holiday pay after 5 years' service



Loreto Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Successful applicants will be asked to complete and return a 'DBS Application Form' for which ID should be provided at interview stage.

Candidates should be aware that all posts in school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences related to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.



APPLICATION PROCESS

This is a full-time, term-time only position which will be permanent for the right candidate. The appointment is required as soon as possible. The following relevant documents are on our website www.loretogrammar.co.uk

- Application form
- Information for Candidates
- Job description
- Ofsted Inspection Report 2008
- Shrewsbury Diocese Section 48 Report 2013
- Advert
- Recruitment Monitoring Form
- Recruitment and Selection Procedure – Guidance Notes for Support Staff Applicants
- Letter from Headteacher

Please refer firstly to the 'Recruitment and Selection Procedure - Guidance Notes for Support Staff Applicants' on the website. Should you decide to apply for the post, please complete the application form and Recruitment Monitoring Form, accompanied by a supporting letter, detailing any relevant experience. Please note that we do not accept Curriculum Vitae.

The closing date is **Wednesday, 18 April 2018 at 10.00am**.
Interviews will take place as soon as possible.

If you have not heard from us by 4 May 2018, please assume that your application has been unsuccessful on this occasion. Due to the large number of applications we receive for our posts, we are unable to provide feedback on unsuccessful applications. Candidates invited to selection interviews will be offered feedback.



CONTACT US

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