

HABERDASHERS' ASKE'S

**KNIGHTS  
ACADEMY**



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2017-18  
SCIENCE TECHNICIAN  
RECRUITMENT  
PACKAGE

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AN ALL THROUGH  
3 - 18 ACADEMY

[www.haaf.org.uk](http://www.haaf.org.uk)



## From the Principal

Dear Candidate

Thank you for your interest in the post of Science Technician at Haberdashers' Aske's Knights Academy.

For this exciting position, I am determined to recruit a talented individual who shares the school's vision to provide exceptional comprehensive education. You will show the drive, tenacity and ability to realise this ambition. You will need to demonstrate a commitment to your own education and to yours and others' professional development. The core purpose of this post is to support the practical and technical aspects of the science curriculum by preparing, providing, maintaining, organising and managing the resources required for healthy, safe and secure, exciting practical activities to be carried out by staff and students.

I firmly believe the distinct Haberdashers' Federation ethos gives those who work in our schools the competitive edge. Working closely with colleagues across our Federation will give you access to first class professional development opportunities in your role. Ours is a culture of enthusiasm for high performance plus continuous improvement; and one of teamwork and open communication. By working together, we are afforded a distinct advantage in what we are able to offer new staff to the Federation. The opportunity for you to advance your career with us is first class.

Knights Academy is a vibrant, diverse school community with a relentless focus on high expectations and aspirations. The academy opened in 2005 and, with the addition of a primary phase in 2010, subsumed two very low-attaining local authority controlled schools to become a large all through 3-18 Academy. We serve the families of the local community in the London Borough of Lewisham and since 2005 we have been on a trajectory of rapid improvement. We strive for excellence in all that we do, whether that is standards of academic attainment, presentation, or behaviour.

The Federation currently comprises three all-through schools and one free primary school, which totals over 5,000 students and 600 staff. The scale of expertise and leadership across our Federation gives us enormous capacity. It is this capacity that has resulted in the success of the Federation, and it is this capacity that allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Federation is a uniquely exciting place to be and I hope that you decide to join us in our current phase of rapid development and growth.

Dr Tesca Bennett  
Principal  
Haberdashers' Aske's Knights Academy



## From the Chief Executive

### A message from the Chief Executive

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A very warm welcome to Haberdashers' Aske's Federation. We are a Multi-Academy Trust of three secondary schools and five primary schools organised as three all-through 3-18 academies and a primary free school:

Haberdashers' Aske's Crayford Academy

Haberdashers' Aske's Knights Academy

Haberdashers' Aske's Hatcham College

Hatcham Temple Grove Free School

Our schools are in the London Boroughs of Lewisham and Bexley and educate over 5,000 children and young people in south-east London. All our schools have a single vision and ethos and are committed to valuing tradition, as well as progress, and promoting excellence in every area of school life, and to ensuring every student in our care fulfils their potential. We have a strong ethos based on mutual respect and responsible behaviour.

Our Principal Sponsors, the Worshipful Company of Haberdashers, take a keen interest in the welfare and progress of our students and are extremely generous with their support and expertise.

### Being part of a Multi Academy Trust

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Our Federation brings together primary and secondary schools in an innovative and ambitious way. United by a single Trust Board, Chief Executive, Finance Director and Director of Performance, our three all-through school clusters are autonomous schools with their own Principals and senior leadership teams.

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. The Federation is at the cutting edge of national educational initiatives, committed to research and development and to adopting creative solutions that will benefit all students.

All our students are inspired to reach their full potential, no matter their ability or background; aspirations and achievements are constantly raised; the improvement of standards reflects the needs of the local and wider communities, through the highest quality academic, personal and vocational teaching and guidance. We build on the strengths and experiences of our schools so that our students become independent learners, fully equipped for the opportunities, challenges and responsibilities of adult life in the 21st century and well prepared to be the leaders, professionals and parents of tomorrow.

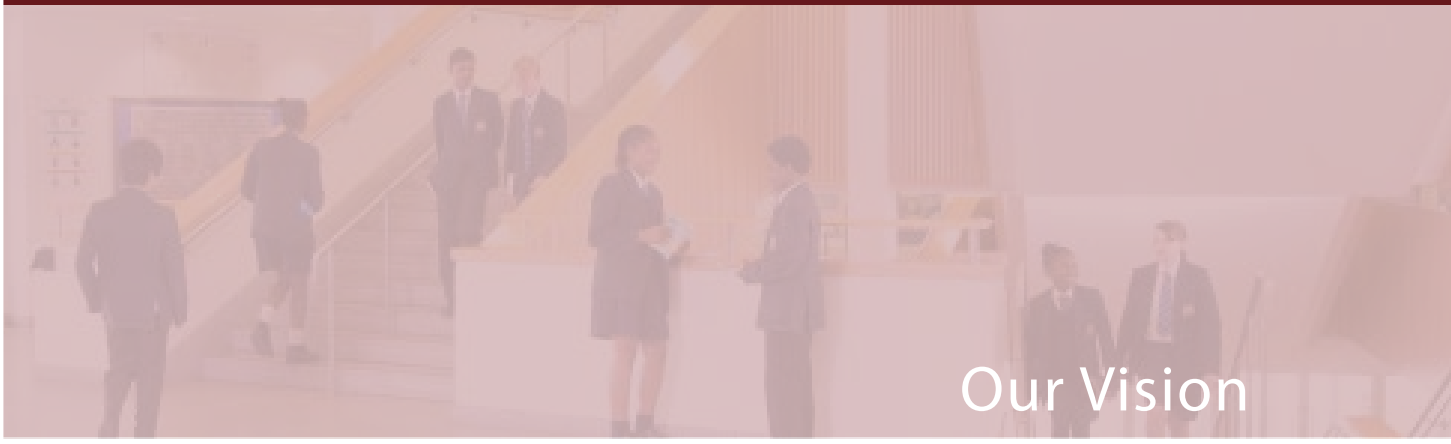
Adrian Percival

CEO

Haberdashers' Aske's Federation

[www.haaf.org.uk](http://www.haaf.org.uk)

Knights Academy Recruitment Pack



## Our Vision

The Haberdashers' Aske's Federation is a Federation of three all-through academies, each at the heart of their community that share a vision for the education of children and young people. Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation within the context of our long tradition of providing excellent education. Based upon these values we aim to ensure all the children and young people who come to our schools:

- are happy and safe at school and are able to learn successfully within a supportive environment.
- are able to achieve their full potential personally, academically and socially.
- develop and grow as independent, resourceful and resilient individuals.
- are equipped with the skills, qualifications and love of learning they will need to be successful

**“We are forward-looking and value innovation within the context of our long tradition of providing excellent education.”**

We will achieve these aims by providing a safe environment where all children and young people can succeed through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- High expectations of every member of our community.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge.



## Role Description

### SCIENCE TECHNICIAN

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The science technician will support the practical and technical aspects of the science curriculum by preparing, providing, maintaining, organising and managing the resources required for healthy, safe and secure, exciting practical activities to be carried out by staff and students.

#### Key responsibilities

- To carry out preparation work for lessons under the direction of the Senior Science Technician or teacher in charge.
- To clear away material and equipment after use.
- To maintain apparatus, equipment, as appropriate to the Technician's skills.
- To assist in the maintenance of stock levels and help with all stock checks.
- To assist in the construction of apparatus as appropriate.
- To maintain satisfactory standards of safety and security in accordance with academy policy.
- To be familiar with the use of IT in teaching and learning.



## Role Description

### General responsibilities

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The Science Technician will:

- Provide technical support to teachers in the laboratory during lessons when required.
- Provide technical support for the Extra-Curricular Science programme
- Provide stock-taking and other services as required under the direction of the Head of Department and Senior Science Technician.
- Work within the academy framework with regard to Health and Safety
- Promote equal opportunities in the academy
- Actively promote the aims and ethos of the Federation / Academy
- Support the Academy's commitment to the continued professional learning of all staff
- Undertake any additional duties as may reasonably required by the CEO or Principal  
Please note
- This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.
- If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

## Person Specification

Criteria	Essen- tial	Desir- able	How identified and assessed*
<b>Education/qualification and training</b>			
Is a science graduate or holds other relevant science based qualifications and experience	✓		AP,I, R, AS
A higher qualification in education and/or management.		✓	AP,I, R, AS
<b>Knowledge and skills</b>			
Has an ability to engage with colleagues internally and people in the wider community		✓	AP,I, R
Has good ICT skills (Microsoft Office & SIMS) and a willingness to keep up to date with developments in software and database packages	✓		AP,I, R
Has an understanding of educational initiatives	✓		AP,I, R
Is committed to individual learning pathways and assessment for learning	✓		AP,AS,I,R
Can motivate students at all levels of ability, thus ensuring that all students fully access the Science curriculum	✓		AP,AS,I,R
Will play a full and active role in the wider development of the Academy	✓		AP,I, R
<b>Experience</b>			
Is a 'can do' person who works positively and collaboratively	✓		AP,I,R
Has a science background, either in a similar role or as party of further study.		✓	AP, AS,I, R
Ability to inspire, demonstrate and support the highest expectations	✓		AP,I, R
Is a 'can do' person who works positively and collaboratively	✓		AP, I, R
Is passionate, energetic, versatile and creative about their subject and teaching in general		✓	AS,I,R
Will demonstrate the ability to lead and work within teams	✓		AP,AS,I, R
Is committed to introducing a range of innovative and forward thinking strategies to ensure students' progress at all levels	✓		AS,I,R
Ability to motivate and inspire others: both colleagues and students	✓		AS,I,R
Commitment to safeguarding and promoting the welfare of children and young people	✓		AP,AS,I,R
Has a customer-focussed attitude	✓		AP,AS,I,R
* AP: application, AS: assessment, I: interview, P: presentation; R: references			



# Additional Recruitment Information

## Recruitment Schedule

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- Closing date: 23rd October 2017, 12:00pm.
- Interviews: TBC

## Recruitment Process

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Once you have submitted your application, it will be assessed against the criteria in the person specification. If you attain high scores you will then be invited to attend an interview assessment.

This may include:

- Psychometric assessment
- Biographical and competency based interview
- Classroom observation
- Visit around the school
- Case study
- Presentation
- Software tests

## References

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Before you are invited to interview, the Academy will obtain references from your referees. In order to prevent a delay please ensure that the reference section of the application form is accurate and completed in full.

## Right to work in the UK

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Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.



## Additional Recruitment Information

### Data Protection

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Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

### Criminal Convictions

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All education establishments in the UK are exempted from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the Academy before employment can commence.

### Equality and Diversity

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We recognise the benefits of a diverse workforce such as ideas and talent. We are committed to eradicating discrimination in the workplace; and becoming an employer of choice.

### Newly Qualified Teachers (NQTs)

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NQT's who have been qualified for less than 12 months are welcome to apply for our teaching vacancies.

### Special requirements

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If you require reasonable adjustments prior to your interview, these can be arranged by emailing [knightshr@haaf.org.uk](mailto:knightshr@haaf.org.uk) and where practical we will support your request.

### Visiting the Academy

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If you are successfully shortlisted to attend an interview you will be given the opportunity to have a tour of the school.



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## AN ALL THROUGH 3 - 18 ACADEMY



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