



SMITH'S WOOD ACADEMY

SCIENCE TECHNICIAN

Candidate Information Pack

Job Start Date: As soon as possible

Closing Date: Midday, Monday, 27th January 2020

Interview Date: Thursday, 30th January 2020

PART OF THE FAIRFAX MULTI-ACADEMY TRUST



10 WAYS FAIRFAX MULTI-ACADEMY TRUST PROMOTE A GOOD WORK-LIFE BALANCE

The wellbeing of our staff is paramount to the success of Fairfax Multi-Academy Trust, and we very much strive to achieve a healthy work-life balance amongst our colleagues. Community spirit is at the heart of the Trust and school-to-school support is key to the wellbeing of all employees, regardless of post or career stage.

- ☐ No pressure to 'put on a show' in lessons. A culture of coaching and development is reinforced through no lesson grades.
- ☐ Comprehensive support package for NQTs, and a development package for NQTs + 1.
- ☐ No requirement to work late and emailing after 7pm is strongly discouraged.
- ☐ Centralised behaviour detentions including lates.
- ☐ Everyone has the highest expectations and there is a clear system of sanctions to support staff in managing behaviour.
- ☐ Open door policy to access Senior Leadership support, i.e. accessible and approachable SLT.
- ☐ Flexible working is supported wherever possible.
- ☐ Collaborative planning and co-creation of resources is encouraged, and staff are given regular dedicated faculty time and opportunities to network across Trust academies.
- ☐ A supportive Special Leave Policy.
- ☐ Effective administrative team to support teachers including Reprographics, ICT Support and data analysis completed centrally.

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ADDITIONAL WAYS IN WHICH SMITH'S WOOD ACADEMY PROMOTE A GOOD WORK-LIFE BALANCE

At Smith's Wood Academy, you will also benefit from the following:

- No marking of classwork - our feedback policy has proven to be more effective and helped to reduce teacher workload.
- Excellent sport and fitness facilities, including a fully equipped fitness suite and swimming pool.

WELCOME - *CEO of the Trust*

Dear Candidate

Firstly, thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

Fairfax Multi-Academy Trust was established in 2014 and is grounded in the values, established over 60 years ago, of the founding MAT School – Fairfax.



I joined Fairfax in 2007, and like you, had a choice about where to work. I came to Fairfax because I believed in its values: tradition; excellence; ambition; dedication; integrity. Gordon Philpott, the founding Head Teacher of Fairfax, was passionate about social mobility. He believed that all of his pupils, many of whom would be considered disadvantaged today, deserved nothing less than excellence. I knew there was no better school to join if I wanted to make a difference. It is the very same inspiration that continues to drive our teachers, leaders, governors and support staff across the Trust today. We are looking for individuals who share our drive and ambition to make a difference to the lives of our pupils.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a difference!

Yours sincerely

A stylized, handwritten signature in black ink, appearing to read 'Chris Stevens', followed by a long horizontal line.

Mr. Chris Stevens
Interim CEO | Fairfax Multi-Academy Trust

WELCOME – *Head of Academy*

Dear Candidate,

Thank you for expressing an interest in Smith's Wood Academy.

At Smith's Wood we do things *the Smith's Wood Way*. This means that we strive for excellence in all that we do; we are dedicated and ambitious for ourselves and each other. We truly believe that there is dignity in hard work and effort and we believe in taking a traditional approach – manners, courtesy and respect are integral to our work. We believe in being open and transparent and in working with absolute integrity. I am proud to say that this is a school where staff and students support each other and take collective responsibility.

Having converted to an Academy on 1st April 2017 Smith's Wood is currently at a pivotal point in its long history; this is an exciting opportunity to be involved in transforming the future direction of Smith's Wood to make it one of the leading schools in the country. I am relentless in my drive and ambition to improve the outcomes for all who choose to join us on our journey.

Smith's Wood Academy is a special place to learn and work; I urge anyone considering applying for a post with us to visit us, talk to existing colleagues and to our students to find out exactly what it is that makes us so special. I hope that you like what you read and that you choose to take the first steps in joining the Smith's Wood Team.

Yours sincerely,



Katy Craig
Head of Academy



CONTEXT - *Our school*

Smith's Wood Academy is located in the north of Solihull. There are approximately 1200 students on roll. Smith's Wood is located in the north of the borough and falls within one of the most deprived areas in the country; the proportion of pupils in receipt of the Pupil Premium is well above average.

Smith's Wood converted to an academy on the 1st April 2017, working in partnership with the Fairfax Multi-Academy Trust (FMAT) – already this partnership is highly effective in bringing about real and sustainable changes to the school and its community. The newly established leadership team is making important and rapid gains in terms of school improvement. We absolutely need to keep this momentum going and hope that you choose to join us as we move forward.

SENIOR LEADERSHIP

The Team

Head of Academy

Mrs Katy Craig

Deputy Head of Academy

Mr Richard Cornell

Assistant Head – Student Welfare

Mrs Jackie Mace

Assistant Head of Academy – Behaviour

TBA

Associate Assistant Head of Academy – SENDCO

Mr Simon Lynch

Associate Assistant Head of Academy – English

Miss Nicole Roche

Associate Assistant Head of Academy – Mathematics

TBA

Associate Assistant Head of Academy – Science

Mr Stephen Thorpe

Associate Assistant Head of Academy – Humanities

Mr Daniel Giles

Associate Assistant Head of Academy – Creative & Performing Arts

Mrs Louise Ellis

Associate Assistant Head of Academy – Curriculum & Raising Standards Leader

Mrs Kaye Downing

Academy Teaching & Learning Lead

Miss Joti Odedra

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must have qualified teacher status and be registered with the Teaching Agency. Any offer of employment will be subject to receipt of a satisfactory DBS certificate.



POST HOLDER:

RESPONSIBLE TO: Associate Assistant Head of Academy (Science)

LINE MANAGEMENT OF:

WORKING HOURS: 37 hours per week (no TOIL)
Term time only

WORKING PATTERN: Your normal daily work pattern is Monday to Friday 08:00 to 16:00 (with a 30-minute early finish one of the days) and with an unpaid half hour lunch break

SALARY: FMAT Scale SC3 (£20,344 - £21,589 FTE).
Actual salary £17,791.54 - £18,880.33

HOLIDAY ENTITLEMENT: A paid entitlement of 25 days' annual leave and 8 statutory bank holidays

JOB PURPOSE

The core purpose of the role is to provide technical support to the work of the teachers in the Science Department. The technician role forms a central part of the work of the department; the post holder will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the pupils.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

1. Carrying out risk assessments for practical and technical activities.
2. Preparing apparatus, materials and solutions and setting up/checking equipment and apparatus for use in practical classes. Setting up and, on occasions carrying out demonstrations. Retrieving and clearing away apparatus, etc.
3. Running trials of experiments and demonstrations and advising teaching staff accordingly.
4. Supporting practical Science lessons as requested to give technical help to pupils.
5. Advising teaching staff about current health and safety standards and ensure that teaching staff are aware of the dangers of leaving equipment in an unsafe condition eg. breakages, spillages etc.
6. Disposal of waste laboratory materials in accordance with established guidelines.
7. In the event of spillage, liaise with school caretakers to ensure that floors, walls, benches, equipment and fittings are properly cleaned.
8. General maintenance (including cleaning) of apparatus and equipment and basic maintenance of general laboratory services and facilities. Reporting faults to all staff concerned including caretaking staff.
9. Manage and maintain the prep rooms to ensure that equipment and resources are stored safely and securely.
10. Responsible for annual stocktaking and monitoring of stock levels.
11. Requisition of consumable or equipment as specifically authorised to maintain working stocks and maintenance of secure inventories, stock control and issue of chemicals, apparatus equipment, materials, stationery and books, in accordance with specified procedures.

12. Maintaining standards of safety and security in relation to the technician service to the Science Department, in accordance with School policy.
13. Liaison with technicians in other schools on matters of common interest.
14. Assist with the exhibition and display work for open evenings and other school events as appropriate.
15. Electrical testing of equipment across the Academy.
16. Academy First Aider and minibuss driver.
17. Supporting the overall work of the Science Department.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Head of Academy may from time to time determine.

I have read and accept this job description.

NAME: _____

SIGNED: _____

DATED: _____



The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Experience of using Microsoft Office (Word, Excel, Outlook)	✓	
Experience relating to Science related skills and knowledge up to and including an GCSE Level in Science	✓	
Detailed knowledge (or a willingness to learn) of safe working practices in relation to the handling and usage of hazardous equipment and tools	✓	
Detailed knowledge (or a willingness to learn) of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	✓	
Detailed knowledge (or a willingness to learn) of Health & Safety legislation as it relates to the work of a school	✓	
Minibus driving license (or willingness to achieve this)	✓	
First aid qualification (or a willingness to achieve this)	✓	
NVQ Level 3 Laboratory Technicians in Education or equivalent. Degree in Science or equivalent		✓
Experience in a similar role (ideally in a school setting)		✓
A sound knowledge of National Curriculum requirements		✓
Personal qualities and attitudes	Essential	Desirable
Ability to identify work priorities and manage own work load	✓	
Good interpersonal skills and ability to relate well to all staff and students	✓	
Ability to maintain accurate work records and inventories	✓	
Ability to work on own initiative to follow through set tasks from staff	✓	
Highly organised	✓	
The ability to prioritise own time, with an emotional resilience when working under pressure to tight deadlines with a sense of balance and perspective	✓	
Highest levels of professional and personal integrity	✓	
Excellent attendance and punctuality	✓	

Willing to undertake appropriate training and development with a positive attitude including a commitment to undertake the necessary training to fulfil this role	✓	
A commitment to the ethos, vision and values of the Trust	✓	