

Information for Applicants

Academy	Riddlesdown Collegiate, Croydon
Post	Science Technician
Required	September 2019
Salary	TCT S9 – S15 £19,755 - £20,136 pa (Pro rata salary £14,223 - £14,498 pa)



Welcome

June 2019

Dear Applicant

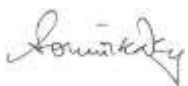
Thank you for your interest in the post of Science Technician I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of developing your career with us.

Riddlesdown Collegiate is an **outstanding** school (OFSTED, May 2016) with a clear vision to deliver successful outcomes and positive futures for all of our students. They are bright, well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. Our superb facilities enable us to provide the very best learning environment and learning experiences for our students and it is the combination of these factors that leads to the high academic standards and enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Collegiate and, as a *World Class School*, I hold the highest aspirations for what we will do and achieve in the future.

In applying to *Riddlesdown Collegiate*, you will need to understand our “small schools” model and your potential role within it. Our VALUES underpin the way in which we work and describe our high expectations and our emphasis on positive relationships across the Collegiate. Our motto, “*Learners of today, Leaders of tomorrow*”, applies as much to staff as it does to students and it gives an indication of the significance we place on nurturing talent and leadership. I shall make a presentation to shortlisted candidates at the start of the interview day to illustrate our structure further and outline our requirements for all colleagues who work with us.

I would be delighted to receive an application from you if, upon consideration, you feel that this role may be right for you. To submit an application, please send to me directly a statement of no more than two sides of A4, outlining clearly your vision for the post and how you meet the person specification. If you have any further questions about this post, please contact Tracy Keefe who will be pleased to speak with you.

Yours sincerely



Mr S Dey
Principal



Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon, teaching children and young people from 3-19 years old and with a clear vision to deliver **exceptional education for all**. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018. We also have approval to develop a primary free school in Croydon / Sutton, and we shall also welcome *The Quest Academy*, *Courtwood Primary* and *Gilbert Scott Primary* into the Trust over the coming months.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Finance Manager & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Key Information

We operate a “small schools” model – one school made up of a number of smaller learning communities, which we call Colleges, each with their own staff and facilities. Each College is led by its own Headteacher (who is an Assistant Principal) and has its own team of approximately 25 teachers and non-teachers, covering most curriculum areas. Students join one of the Colleges in Year 7 and remain there for five years before transferring to College VI, our specialist post-16 provision. In addition, the Creative and Performing Arts (CPA) College delivers specialist education to students across the Collegiate in Art, Drama, Design Technology, Media, Music and Physical Education whilst the MacKay College co-ordinates inclusion services to students with additional needs. Small teams, working with just 400 students each, allow us to provide even better pastoral care to all students, as well as engage with learners and their families in more effective partnerships. They also provide teaching across the curriculum and learning teams focusing on personalised approaches and best serving the needs of the individual students in their care.



Riddlesdown Collegiate is part of The Collegiate Trust and is an outstanding academy with:

- A successful “small schools model”
- traditional values and forward-looking approaches
- high standards of achievement at every Key Stage
- a strong commitment to the professional learning of all staff
- a very good reputation with and strong support from parents and the community
- a relentless focus on continuous improvement

You can find out more information about our school, and our Trust at the following websites:

www.riddlesdown.org

www.tct-academies.org

Our Values

Our ethos is to be a community in which all members are valued and value each other. We are the leaders of the Riddlesdown community, responsible for our learning and the Collegiate. We work together to maximise our own achievement and those of others. In applying for a post at Riddlesdown Collegiate, applicants should consider how they would promote our values in their day-to-day work with students, colleagues and other stakeholders.

- V**alue each other
- A**im high
- L**ead by example
- U**se and develop our talents
- E**xcel in our efforts
- S**tick at it



Our Students

The vast majority of our students join the Collegiate in Year 7 with above average attainment. Behaviour is outstanding and our students consistently demonstrate their desire to learn and to achieve. They enjoy coming to school (attendance is over 95%) and enjoy lessons where they can explore, investigate and feel challenged by their learning. They equally value the opportunities they have to learn outside of the classroom and we are proud of the extensive and varied extra-curricular programme that our students enjoy and benefit from. It is these additional, high quality learning experiences, together with a strong set of academic qualifications that we believe provides our students with the very best chances of success in their future lives.



"I still remember my first lesson. The students were incredibly enthusiastic. They were obviously used to being challenged and they were challenging me. It was just a really nice lesson."

Miss Barker
English Teacher

The Science team is very strong and delivers very high standards; GCSE results are within the top 10% of all schools nationally for value-added, with A Level results also very strong.

The main aim of the Science teaching programme is to excite and inspire students, encouraging them to question the world around them and opening their minds to the possibilities afforded by learning to think in a scientific way. With this aim in mind, students are encouraged to become independent learners, which enable them to become competent in the theory and practice of Science and to understand its relevance to everyday life. Students are expected to develop confidence in their ability to analyse evidence, think critically and solve problems in a practical way. Teachers are expected to ensure that students find their lessons enjoyable, interesting, stimulating and relevant. In time, students should be able to make informed, responsible decisions about scientific matters that affect such things as their health, their society and their future.

At Key Stage 3, students are taught a full Science curriculum covering Organisms, Behaviour and health, Chemical and material behaviour, Energy, Electricity and forces, The Environment, the Earth and the Universe and How Science Works.

At Key Stage 4, all students choose to follow a Science course that is suited to their individual ambitions. They can opt to take Triple Science or Combined Science. We currently follow the Edexcel 2016 specification.

At Key Stage 5, Biology, Chemistry and Physics are offered at AS and A2 level. Biology follows the OCR specifications and Chemistry and Physics follow AQA. Take up on these courses is high and results are good and improving.

The Science team is comprised of sixteen full time Science teachers, including the Director of Learning for Science, two Assistant Directors of Learning, two Curriculum Leaders and four technicians. Science is extremely well resourced; several of the laboratories contain ICT facilities and most have recently been refurbished to a high standard. All laboratories contain interactive whiteboards and practical work is encouraged. With the award of Specialist Science status in 2004, Science is at the heart of the Collegiate's development.

Schemes of work, based on the programmes of study in the National Curriculum, are outlined using a uniform format applied throughout the Collegiate. Although these are a great help when planning lessons, they are not prescriptive. Regular assessments are made and records are kept of students' progress through the years in order to set targets for individual students.

The Science staff work closely as a team holding monthly planning meetings to develop schemes of work and to exchange ideas and information. The team is very supportive and friendly. Teachers will never feel that they are working alone.

Science Technician

Salary TCT S9 – S15 £19,755 - £20,136 (Pro rata £14,223 - £14,498)

Term Time – 30 hours per week

Responsible to: Senior Science Technician

The duties and responsibilities for this post are listed below. All duties are subject to periodic review and job descriptions can change according to the needs of the Collegiate. In all cases such changes will only be implemented after consultation with the Principal. All colleagues appointed to the Science Technician Team will be expected to demonstrate a wholehearted commitment to the development of support for the student and a willingness to assist in preparing for, and adapting to, the changing needs of the Collegiate.

DUTIES AND RESPONSIBILITIES:

- Preparation of reagents and solutions including concentrated acids and volumetric solutions
- Clearing away and cleaning of glassware/equipment from science lessons
- Keeping labs/prep room clean and tidy
- Ensuring labs are fully equipped, replacing broken equipment if necessary
- Maintenance of microbiological cultures including aseptic work and the disposal of materials
- Maintenance and repair of science equipment
- Periodic stock checking
- Care of plants and animal's within the department
- Advising and demonstrating of equipment to staff
- Ensure that work is undertaken in accordance with Health and Safety legislation currently prevailing and that safety checks on equipment take place as and when required
- Use of the computer to amend stock lists, to liaise with staff regarding equipment orders and looking up lesson plans
- To shop for perishable goods on a rota basis
- To carry out any other reasonable duties on a daily basis as directed by the Head Science Technician

Dimensions of the Role:

Support for Students

- Use specialist skills/training/experience to support students
- Supervise and support students ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs

Support for the Teachers

- Prepare classroom as directed for lessons and clear afterwards
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Advise on appropriate deployment and use of specialist equipment and resources

Support for the Curriculum

- Prepare and maintain specialist equipment/resources as directed by the teacher and assist students in their use
- Select and prepare resources necessary to lead learning activities
- Ensure compliance with COSSH regulations

Support for the Collegiate

- Be aware of and comply with policies and procedures relating to the *Every Child Matters* agenda
- Ensure compliance with COSSH regulations
- Contribute to the overall ethos/work/aims of the Collegiate
- Participate in training and other learning activities and performance development as required

The above is not an exhaustive list of responsibilities and duties and the post holder will be expected to carry out other duties as requested by Senior Leadership Team.

Person Specification

Science Technician	
	Qualifications
1	Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Science) Entitled to live and work in UK
	Experience
2	Working in a school, laboratory or other science background
	Skills and Attributes
3	Knowledge and experience of IT systems Excellent knowledge of public examination processes and procedures
4	Ability to plan and organise, with a high attention to details and accuracy Commitment to maintaining high standards
5	Excellent interpersonal and communication skills Flexible and reliable Team Player
6	Work effectively and efficiently under pressure and have the ability to deal calmly with emergencies
7	Self-motivation and willingness to learn new skills Demonstrated practical approach to work
8	Understanding of safeguarding issues and promoting the welfare of students and young people
9	Well-developed communication skills, including high level of written and oral literacy
10	Enjoy working and suitability to work with young people.

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers 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*. Appointment will be dependent upon further health, medical and attendance checks.

How to find us

By Car

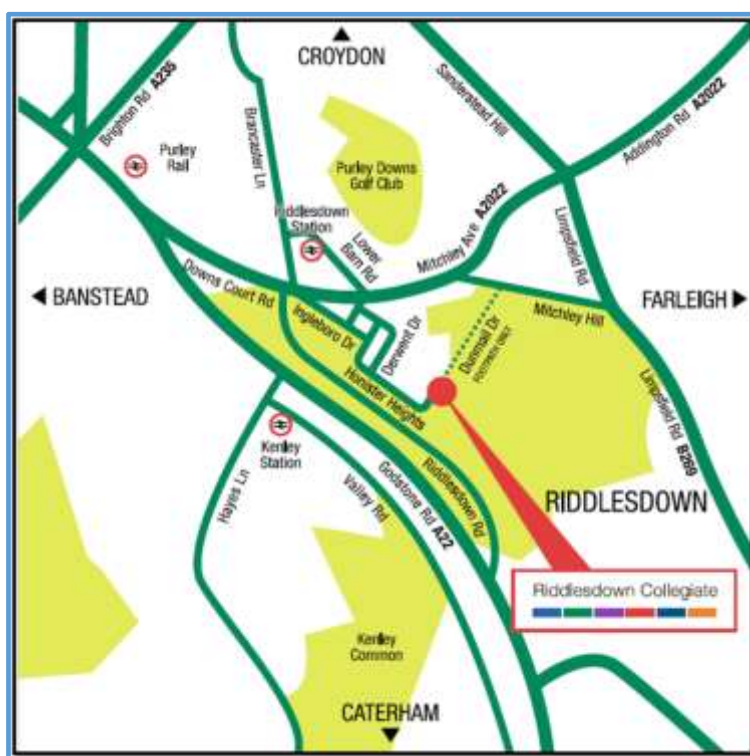
Please see the Map. Parking is available on and off site.

By Train

A direct train from Victoria to Riddlesdown station takes 24 minutes. Riddlesdown Station is short walk from the school. More frequent trains run from Purley Station, where a 412 bus can be taken to Lower Barn Road, leaving a 10 minute walk.

By Bus

Bus routes: 407, 412, 612



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