

**Information for Applicants**

Senior Science Technician

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City of London Academies Trust

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Dear Applicant,

I am delighted that you have chosen to apply for a post with the City of London Academies Trust.

COLAT is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve. Combining the heritage and traditions of the City of London Corporation with an innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as ‘outstanding’ within three years of joining our Trust.

Our expectations are high for both our students and our staff. Our ‘Foundations of Excellence’, which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles have led to the City of London and COLAT being recognised as the best performing academy chain for progress and attainment of disadvantaged children for two years in a row in The Sutton Trust’s annual report, ‘Chain Effects’ (2016 and 2017). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children’s lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. We therefore ensure that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust. In the classroom, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents whatever they may be. We look forward to receiving your application.

Yours faithfully,

**Mark Emmerson**

**Chief Executive Officer**

Homerton Row, London, E9 6EA

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F: 020 8985 3908

[admin@thecityacademy.org](mailto:admin@thecityacademy.org)

www.thecityacademy.org

Principal Mark Malcolm

Dear Applicant,

Thank you for expressing an interest in the post of **Senior Science Technician** at The City Academy, Hackney.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, [www.thecityacademy.org](http://www.thecityacademy.org). I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely,



**Mark Malcolm**

**Principal**

**About us**

The City of London Academies Trust is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

Combining the heritage and tradition of the Corporation of London with a refreshingly innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as Outstanding within three years of joining the Trust.

Our academies draw upon the best traditions, institutions, heritage and historical successes of the City Corporation and London. We deliver life-transforming learning experiences allowing all our pupils, whatever their background, to make a positive contribution to their local, national and global communities.

The City of London, its schools and academies are characterised by:

* High expectations, aspirations, excellence and a belief that all can succeed;
* Combining creativity, innovation and enterprise, alongside tradition and continuity;
* Developing people who are confident, resilient, compassionate and democratic.

Although all schools within the Trust are different, they all subscribe to the same ethos. All City academies are expected to exhibit the five attributes of outstanding educational provision. These simple and effective principles, our Foundations of Excellence, are the essential drivers that deliver outstanding outcomes for learners and are key to the success of City of London academies. They are:

|  |  |
| --- | --- |
| **High expectation leadership** | Dynamic and skilled leadership from school leaders and governors founded in the core belief that all children can succeed. |
| **Exemplary behaviour** | Behaviour for learning based on a set of defined core values that promote engagement, respect, tolerance, probity, curiosity, resilience, creativity and independence. |
| **Outstanding creative teaching** | Highly skilled teaching that inspires, engages, supports and challenges learners whatever their starting point. |
| **Assessment that informs intervention** | Target-setting and assessment systems that set challenging targets and provide data that supports intervention if that progress is not being made. |
| **A challenging curriculum** | A formal curriculum that matches the high expectations of progress providing a range of high status qualifications for each learner. A rich informal curriculum that supports the wider development of each learner through personal, sporting, creative and employer experiences. |

**About our school**

The City Academy, Hackney was established in 2009, based on the highest expectations of academic achievement and personal development. Our students have achieved outstanding GCSE results and our second set of A-level results are excellent. All of our sixth form students have progressed to university or high-level apprenticeships.

Our mission is to develop highly qualified and skilled young adults who achieve to the best of their individual ability and embrace a desire for lifelong learning in their chosen path when they leave. We will fully equip our students to deal with the challenges of the 21st century by displaying the highest standards of professionalism and becoming ethical, active citizens fully committed to supporting their local and global community.

The City Academy, Hackney offers all students an outstanding opportunity to learn and achieve in a purpose-built environment with access to the highest standards of teaching, support and challenge. We achieve those standards by promoting a working environment which pioneers innovation, professional development and the highest standards of teaching and support.

Address

The City Academy, Hackney

Homerton Row,

London,

E9 6EA

The academy is located in the Borough of Hackney, East London – and is easily accessible via both the London Overground and numerous bus routes.

London Overground

The academy is a short walk from both Hackney Central and Homerton overground stations.

We are just six minutes from Stratford with connections to the Central and Jubilee lines, DLR and mainline services from Liverpool Street.

Bus routes

There are also a large number of buses that service the surrounding area:

to Homerton High Street – 394, 425 , 488

to Mare Street – 38, 48, 55, 106, 242, 253, 254, 394

**How to complete the Application Form**

It is essential that a fully completed application form is submitted. City of London Academies Trust cannot accept CVs alone. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards. These can be selective, and you only need to provide those you consider relevant to the job you are applying for.

Section 5 is the most significant element of the application form. Using no more than two sides of A4 please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly. For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and applicants for vacant posts are expected to share this commitment. If you are offered a job, the offer will be conditional on satisfactory pre-employment checks. These can include: identity, references, qualifications and other evidence, e.g. driving licence, as well as a medical questionnaire, and a Disclosure and Barring Service (DBS) check.

Please provide details of two referees, one of whom should be your present/most recent employer. **References will not be accepted from relatives or friends.** References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

**Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.**

**The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.**

Please email your application form to the email address provided in the advert. If posting an application, please ensure the correct postage is paid and that it is sent with enough time to be received before the closing date. City of London Academies Trust cannot be held responsible for postal issues or errors.

City of London Academies Trust 

Job Description

**Post:** Senior Science Technician

**Accountable to:** Subject Leader: Science

**Responsible for:** Science Technicians

**Grade/Range: Scale 6, point 18-20**

**Salary:**  FTE: £29,544.00 - £30,618.00. (Actual salary, £27,038.00 - £28,021.00)

**Working Pattern:** Full Time, Term Time Only + 10 days

**Location:** The City Academy Hackney

**Disclosure level:** Enhanced

**Main Purpose**

Co-ordinating and supervising the work of lab technicians to ensure the department is organised efficiently

To ensure a safe and effective laboratory technical service is provided for the use of students and staff.

To promote a healthy and safe working environment

To provide technical advice and assistance in the class room to support students and assist teaching staff with learning activities.

**Key Accountabilities**

**Management**

* To provide line management for technicians, monitor their performance and plan for their training and development needs
* Involvement in recruitment for new technicians and responsibility for their induction
* Planning work schedules and ensuring that lab technicians are aware of impending work projects, etc.
* Set strategic performance targets and monitor the impact of the team against these targets.
* Take the lead on creating and reviewing appropriate codes of practice and policies in line with lab safety guidelines.

**Laboratory Servicing:**

* Managing the preparation of materials, solutions, specimens and apparatus
* Ensuring the sterilisation of apparatus, care of plants and other science equipment and materials
* Application of licences where necessary for fume cupboard, alcohol etc.
* Provide technical advice and support regarding health and safety issues
* To assist Class Teachers in identifying technical support needed in order to provide pupils with a relevant and effective experience.

**Safety and security:**

* General maintenance of laboratory to include safe disposable of chemical and biological waste
* Ensuring that all equipment, materials and apparatus including teaching aids are maintained in a serviceable and safe condition
* Reporting of damage and deterioration to Subject Leader by undertaking regular checks of all science equipment
* Any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff
* Ensuring the security of the laboratories and the stores for securing equipment and materials when not in use.
* Maintenance and recording of chemicals in-line with Health and Safety regulations
* To carry out health and safety risk assessments relating to laboratory work and apply COSHH regulations and assessments.
* Keep up to date with current procedures and practices through continuing professional development.

**Practical facilities and Resources:**

* Coordinate the preparation and assembly of apparatus for demonstration, practical work, assessments and examinations, to demonstrate the use of different equipment and materials with particular regard to safety
* Construct and devise equipment to meet the changing needs of particular programmes. To adapt apparatus and basic storage
* Monitor conditions and stock levels of all apparatus, reagents and materials with regard for shelf life, safety and economy by undertaking regular checks
* Maintain inventory of equipment and chemicals
* Ordering necessary stock by following appropriate procedures
* Manage the departmental budget with support from the Subject Leader: Science
* Organise distribution and transfer of teaching materials and audio visual equipment
* Where applicable assist the teacher with coursework, delivery of work programmes/ lessons and assessments

**General:**

* Liaise with Subject leader and teachers
* Liaise with external agencies such as suppliers and manufactures regarding the provision, installation and repair of equipment etc
* Use ICT
* Undertake administrative tasks associated with the post , including stock recording, ordering etc
* Research and maintain up to date knowledge in the field

**Key Organisational Objectives**

* The Post-holder will contribute to the Academy’s objectives in service delivery by:
* Following Health and Safety requirements and initiatives as directed
* Ensuring compliance with Data Protection legislation
* The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
* At all times operating within the school’s Equalities policies.
* Commitment and contribution to improving standards for pupils as appropriate
* Adopting Customer Care and Quality initiatives
* Contributing to the maintenance of a caring and stimulating environment for young people
* Fulfilling the role of Student Personal Adviser and /or mentor if required
* At all times the post-holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

**Other**

* To carry out other duties necessary for the smooth running of the Academy as required by the Student Services Manager/Vice Principal(Resourcing)/the Principal
* Attend staff meetings and training courses, conferences, seminars or other meetings as required by own training needs and the needs of the Trust.
* The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

**English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

City of London Academies Trust

Person Specification

**Our Values and Vision**

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'​.

**Our Staff**

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

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|  | **Essential** | **Desirable** | |
| **Qualifications** | | | |
| Maths and English GCSE Grade 4 or above (or equivalent) | ✓ |  | |
| NVQ3 in Laboratory and Associated Technical Activities (LATA) or NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills or equivalent | ✓ |  | |
| Educated to degree level of equivalent |  | ✓ | |
| **Experience and Knowledge** | | | |
| Experience of using Microsoft Office Suite | ✓ |  | |
| Knowledge of Health and Safety Issues | ✓ |  | |
| Knowledge of the National Curriculum | ✓ |  | |
| Experience of managing a team |  | ✓ | |
| Experience of handling scientific equipment and substances | ✓ |  | |
| Evidence of working unsupervised | ✓ |  | |
| Working in an education setting | ✓ |  | |
| Good knowledge of the subject area | ✓ | |  |
| **Skills, Abilities and Personal Qualities** | | | |
| Excellent organisational skills | ✓ |  | |
| Ability to work hard under pressure while maintaining a positive, professional attitude | ✓ |  | |
| Ability to offer professional guidance and assistance to pupils and teachers | ✓ |  | |
| Ability to work as part of a team | ✓ |  | |
| Ability to maintain a range of tools and equipment. |  |  | |
| Ability to carry our risk assessments in relation to laboratory work | ✓ |  | |
| Ability to organise and prioritise workload and work on own initiative | ✓ |  | |
| Problem solving | ✓ |  | |
| Ability to follow instructions accurately. |  |  | |
| Ability to communicate effectively with staff and students, maintaining good working relationships | ✓ |  | |
| Ability to accurately input information | ✓ |  | |
| Flexible and willing to contribute to the success of the team | ✓ |  | |
| Attention to detail | ✓ |  | |
| Ability to work calmly under pressure | ✓ |  | |