

**Application Pack & Job Description**

**Science Technician**



**Brookvale Groby Learning Campus**

**Welcome from the Headteacher**

Dear Prospective Applicant,

Thank you for expressing an interest in the role of Science Technician at Brookvale Groby Learning Campus. This is an exciting time to join our campus and we look forward to working with a new member of staff who will share our ambitious vision, “Valuing Everyone, Achieving Excellence”.

The campus has been through a period of significant change having converted to a multi academy trust in 2017 and a merger to a single academy trust from September 2019.  Our founding schools were Brookvale High School, an ‘outstanding’ 11-14 high school, and Groby Community College, a 14-19 upper school graded as ‘good with outstanding features’.  Now, as a united campus, we meet the educational needs of over 1500 students, with over 300 of those enrolled in our Post 16 provisions.

We have a strong ethos of valuing everyone and achieving excellence for all.  We set very high standards for our students and ourselves, we work hard, we look after each other, and we are committed to professional learning for all staff. As a consequence the motto we use on a daily basis with our young people is to work hard, be kind, which we feel symbolises the culture we aim to create on campus.

We have a spacious semi-rural campus location and most of our students live in the surrounding villages, with some travelling from Leicester and its western suburbs.

We hope the documents provided help you to gain a feel for the school and if you would like to visit us as well, we would be delighted to show you round. Please contact Elaine Freeman on 0116 2879921 or [efreeman@brookvalegroby.com](mailto:efreeman@brookvalegroby.com) to make an appointment.

All of the documents to support this application process are available on the website, [www.brookvalegroby.com](http://www.brookvalegroby.com).

I would like to thank you again for your interest in the post and I look forward to receiving your application.

Yours sincerely



Mandy Bearne

Acting Headteacher

**Visions, Values and Ethos**

The shared vision and values of the Trust underpins all that we do, including the governance arrangements for the Trust.

**Our Vision**

*Valuing Everyone, Achieving Excellence*

**Our Motto**

*Work Hard, Be Kind*

**Our goals**

The goals of our trust:

* **Outstanding levels of progress and achievement for all**
* **Outstanding levels of wellbeing for all**
* **Outstanding preparation for adult and working life**
* **Outstanding family and community engagement**
* **Outstanding levels of professional learning for all**

***Informed by “Schools of Tomorrow”***

**Testimonials**

**Extract taken from email correspondence, following a tour of the school by a prospective parent**

**(April 2016):**

*‘I would just like to say thank you for the time spent with me today on my tour of the campus, and state how impressed I was with the school. There seems to be a very calm, relaxed and organised approach to how the school operates, and I believe that obviously shows in the way your students behave’.*

**Written comments from parents following Year 9 Progress Evening (2017):**

*‘My child always talks positively about school to other children the same age, which I think is a good indicator that he is enjoying school’*

*‘Welcoming, approachable, friendly and knowledgeable staff’.*

**Written comments from parents following Year 11 Progress Evening (2017):**

*‘The teachers have pride in their teaching and in the pupils’ progress. They really care and are prepared to go the extra mile to support the students’.*

*‘My son seems to have progressed so well in most subjects. I feel this is due to good relationships he has been able to form with teachers and the standard of the lessons’.*

**Written comment from parent at the end of KS5 (2016):**

*‘This is my final parents evening after my youngest daughter is coming to the end of her years at GCE. Thank you for very happy years for my three daughters and for their excellent education!’*

**Thank you from parent of ex-student taking up a place at Cambridge University (2013):**

*‘To all the staff at Brookvale Groby Learning Campus.*

*My son has just started at Cambridge University studying Engineering.  It was his ambition to go there and this summer, he achieved the grades he needed.  We want to acknowledge the great teaching and support he received during his time with you.  He progressed well academically, but also grew so much in maturity and confidence. With thanks to you all for your hard work and dedication.’*

**Extract of letter from staff member:**

‘*I have thoroughly enjoyed my time on campus.  It has been a real pleasure working with staff who are always friendly, extremely supportive and willing to share ideas and knowledge.  I have really appreciated having a senior leadership team which is so warm towards its staff and open to their comments and new ideas.*

*The children I have taught have made me smile, laugh and cry!  I will miss my relationship with them and that buzz you get from seeing them progress.  It does, however, give me great satisfaction to think that I have put into place schemes of work for pupils and created learning opportunities for them which should continue even after I have left.*

*I am sad to leave a post which I still love.  Once more, thank you for all of your support and kindness.’*

**Comments from staff member leaving for promotion (June 2017):**

*It has been an honour to work at Groby and alongside such an amazing staff body. I have been supported at every turn and feel proud to have been a part of the change for the better that has taken place over the years. I wish the campus, staff and students continued success and recognition for their dedication.*

**Faculty Information**

The Science Faculty is a dynamic and high performing integrated 11-19 Faculty, led by Faculty Leader, Helen Hawke. We have a cluster of fully equipped Labs in both buildings, supported by Prep Rooms and Science Technicians.

Rates of progress at KS3 are very good and results have been consistently high at both KS4 and KS5 over the last few years. Students are able to study triple or combined science at GCSE, with progression routes to A Level Biology, Chemistry, Physics and Applied Science.

The Science team consists of teaching staff and technicians who are all committed to working together to ensure students have the best experience possible. We are a friendly and supportive Faculty with high expectations of ourselves, the students and the work that they produce.

**How to apply**

Complete application should be returned to [efreeman@brookvalegroby.com](mailto:efreeman@brookvalegroby.com)

Or by post to:

**F.A.O. Elaine Freeman**

**Brookvale Groby Learning Campus**

**Ratby Road**

**Groby**

**Leicester**

**LE6 0FP**

An email will be sent to shortlisted candidates with details of the interview process.

**Queries**

If you have any queries on any aspect of the application or need additional information please contact Elaine Freeman, PA to Senior Team on the above email address.

Thank you.

**JOB DESCRIPTION**

**GRADE: 6**

**HOURS: 19 per week plus 10 hours to be worked over teaching training days and holidays**

**RESPONSIBLE TO: Faculty Leader Science**

**Senior Science Technician**

**JOB PURPOSE:**

* To provide the Science Faculty across the campus with technical assistance, in order to enhance the quality of educational experiences offered to the students in Science.

**KEY TASKS:**

* To assist teachers in the provision of high quality Science lessons by providing and setting up practical resources as requested.
* To advise and assist staff, student teachers and students on laboratory experiments and ecological studies where appropriate.
* To assist with the preparation and setting up of equipment, apparatus, materials, solutions and stationary for use in demonstration or practical classes.
* To assist in the preparation of microbiological plates and accurate solutions.
* To assist with the design, development and build of new experiments and train staff in these and the use of Science equipment and apparatus.
* To assist in maintaining the Health and Safety Policy in the Science Faculty, particularly COSHH regulations relating to the provision of Science lessons in a school.
* To ensure that classrooms and preparation areas are kept clean and spillages and waste are properly disposed of. This will include regularly cleaning sinks.
* To assist with the upkeep of the Prep Room and Labs. To ensure that all chemicals, compounds and equipment are stored safely in accordance with National and Local Policy and Procedures.
* To assist with monitoring and maintaining of apparatus, equipment, plants and carry out minor repairs to ensure they function correctly.
* To assist with the stock take and ordering of all Science equipment and chemicals.
* Dealing with requests from students for equipment and materials.
* To assist with student orders of revision materials from the online school shop.
* To carry out any other tasks commensurate with the post.
* Lunchtime supervision of students as required.
* To participate in training and professional development as appropriate.
* To participate in campus performance management arrangements.

**WHOLE CAMPUS RESPONSIBILITIES:**

* Support current policies and recognised good practice on campus.
* Be aware of the importance of confidentiality and data protection.
* To work as part of a team, to act as a contact in providing basic emergency first aid, if training is provided.
* Willingness to be flexible in both approach and use of time.
* All tasks should be undertaken with due regard to Health & Safety Regulations.
* To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

**The Governing Body are seeking to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable candidate with a disability.**

**All Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at the school. Our Safeguarding Policy can be found on the campus websites and is made known to all. It is designed to guide staff, students and parents/carers with regard to Safeguarding issues. This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**PERSON SPECIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Attributes Sought** | | |  |
| **Essential** |  | **Desirable** |  |
| **Qualifications and Professional Development** | GCSE Science, English & Maths at Grade 4 (C) or above, or equivalent.  Commitment to continuing professional development.  ICT skills. | A  A/R  A/R | Evidence of training / qualifications relevant to the Science Technician role  First Aid Qualification | A  A |
| **Experience & Skills** | An ability to work positively with all students including those with learning and/or behaviour difficulties.  An interest in Science.  Successful experience of working as part of a team.  Enthusiasm for becoming involved in the wider life of the school e.g. extra-curricular activities, residentials, school visits etc.  A willingness to undertake first aid training. | A/I/R  A/I  A/I/R  A/I/R  A/I/R | Successful experience of working with young people in a school environment | A/I/R |
| **Personal Qualities** | Good organisational and time management skills.  A willingness to dress as a professional in line with the ethos of the school.  A good timekeeping record. | A/I  I  R |  |  |
| **Application** | A well written and well presented application written specifically for this post. | A |  |  |
| **Factors not already covered;**  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995. | | A/I/R |  |  |

In addition to candidates’ ability to perform the duties of the post, all Brookvale Groby Campus employees are expected to promote and safeguard the welfare of students at the school, therefore the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline

Please be aware that any relevant safeguarding issues that arise on receipt of references may be discussed at interview.

Evidence to be gleaned from:

A Letter of application, application form and CV

I Interview process

R Reference