



**Temporary  
1:1 Support Assistant (Science Specialist)**

**Information for Applicants**

**June 2022**

## **The Science Faculty**

The Science Faculty at Farlingaye High School is an enthusiastic, friendly and very committed group of teachers and technicians. The Faculty works together as a team, sharing good practice, writing schemes of work and offering support to one another. We are inspired by a love of Science and have high expectations of our students.

Within the faculty we have strong links with our primary schools supporting such events as the Year 3 Maths Days and the Year 5 ICT Days. We deliver lessons for Year 6 students during their taster day at the school, which they all enjoy. We do not believe that Science should be confined to the classroom and we offer a weekly Key Stage 3 Science club as well as competitions and field trips for our students. We organise weekly Science Seminars where staff and sixth form students deliver on a topic of their choosing outside the curriculum and these are very popular. Over the last few years we have organised a very successful Biology week to link in the national events and activities including a trip to the Natural History Museum, breakfast *Berries and Bird song*, a small mammal hunt around our school grounds, and some example dissections of a rat and a frog. Representatives from the British Trust for Ornithology came in to work with some of our students as part of an on-going project. In Chemistry students take part in the annual *Cambridge Chemistry Challenge* exams as well as the Olympiad. In Physics students are provided with lots of extra support and guidance outside of the classroom. The students have recently been offered trips to the Big Bang fair, Inspiring Physics lectures and, in September, Cambridge science centre ran a week-long series of sessions on renewable energy from the school.

Within Science we try to focus on inspiring and creative lessons This is an exciting time to join the school and we hope you will feel that this is a place where you can develop your expertise and gain experience, whilst making a genuine contribution to the Science Faculty and the opportunities for the great students we have at this school

The 1:1 Support Assistants have an important role to play in supporting the work of the faculty. They will be working with students from disadvantaged backgrounds who may require encouragement to engage in their learning experience and support to help them attain the best grades that they are able to.

The role is required from September 2022 and offered on a temporary basis until the end of May 2023 covering a period of maternity/parental leave.

Claire Moran and Simon Lucking  
Joint Heads of Faculty

## **AIMS AND VISION OF THE SCIENCE FACULTY**

Our aims as Science teachers and technicians:-

- to stimulate students and create an interest in Science so that the study of the subject is enjoyable and rewarding;
- to help all students, irrespective of gender, race, culture or ability, develop to their full potential;
- to maintain a safe, ordered and purposeful learning environment;
- to develop experimental and investigative abilities;
- to help students develop an informal interest in matters of scientific importance in everyday life;
- to help students acquire a systematic body of scientific knowledge and be able to apply this to a rapidly changing world and environment in its widest context.

The Science Faculty is fully committed to continuing improvement in the quality of teaching and learning. Teachers have high expectations of all students and provide a supportive environment in which students are challenged and encouraged to develop to their full potential.

## **CURRICULUM**

### **Key Stage 3**

In Years 7 and 8, students are taught in mixed ability tutor groups. All groups have four periods per fortnight of 100 minutes. With the increased curriculum flexibility, we have recently updated our two-year course for the KS3 Scheme of work which is completed by the end of Year 8. Students then start some GCSE course units in Year 9.

### **Key Stage 4**

Students in Year 9 have started their GCSE courses and in year 10 they then move onto either AQA Trilogy Combined Science or they can choose the AQA Separate (Triple) Sciences route as part of the option pool system which gives them additional 2 periods per fortnight to enable the three separate GCSE courses to be taught over the 2 years. Each half of the year group is split into sets by ability. The teaching team mostly teach their specialism at KS4. Groups are shared between two or three teachers.

### **A level**

The number of students studying Science A levels: Students of Biology, Chemistry and Physics are following linear A level courses over two years. In year 13 there are 42 students studying A level Biology (AQA), 37 students studying A level Chemistry (OCR B) and 29 students studying A level Physics (OCR A). In Year 12, there are 39 students studying Biology, 23 students studying Chemistry and 24 students studying Physics. We also run a level 3 Certificate and Extended Certificate in Applied Science which has 9 students in year 13 and 20 students in year 12. A level groups are split between two members of staff (three for Applied Science) and each subject has 6 x 100 minutes of taught lessons per fortnight.

Students have good access to staff and are supported well beyond the lab and lesson time with additional revision classes, weekly drop-in sessions and a well-developed SharePoint site for all of the courses.

## **ACCOMMODATION, FACILITIES AND RESOURCES**

The Science Faculty is housed in fifteen good quality laboratories, many of which have been purpose-built as balanced Science laboratories. All laboratories are at ground floor level, with a large Preparation Room (plus an additional Preparation Room in the Sixth Form block) and Team Room as the central focus. We also have a Resources Room for secure storage of Tests and ICT equipment. Each lab is equipped with basic equipment.

The Preparation room is the hub of our faculty, our Senior Technician has oversight of the prep room as well as managing our small team of committed science technicians; who have individual responsibility for specialist areas: Chemistry, Physics and Biology.

Each lab is equipped with basic equipment. We have upgraded our provision of electronic balances, each lab has a projector and wireless broadband access. In recent years, all labs have been totally redeveloped on a rolling programme to bring them up to date.

The Faculty has 4 moveable suites of laptop computers. It is also possible to book into more extensive computer facilities elsewhere in the school. We also have a wide range of additional simulation software for use at KS3, KS4 and 'A' level courses. We make very good use of the computer network shared area to have all our resources available to staff and students. We frequently use the SharePoint site with classes and for our video library and electronic schemes of work.

## **EXTRA-CURRICULAR**

Science club runs for Years 7 and 8 and usually meets on a Tuesday lunch time. A joint Green council / Go Wild club runs weekly. Science seminars have run each Friday lunchtime on a variety of topics to broaden students' experience of science beyond the curriculum. A level trips are organised regularly. Throughout the year each subject organises a lunchtime drop-in surgery, where students can get extra help with any aspect of their Science work. Revision sessions take place for GCSE and A level students. The faculty also contributes to whole school events and the links with the primary schools including year 6 taster day and year 5 ICT day. We have also supported the National Biology week for the last three years with a whole range of activities that students could sign up to including a trip to investigate Darwin's life ideas and evolution at the Natural History Museum, a biology photography competition, several interesting dissections which proved to be very popular, a small mammal experience and a visiting speaker who brought in a range of reptiles and snakes and talked to lower school students.

## **STRATEGIES FOR RAISING STUDENT ATTAINMENT**

Some of the strategies, which the faculty has used to raise student attainment, include:-

- Target cards for underachievers
- Lunchtime Science surgery
- Spring term revision classes
- Student self-assessment cards
- Student checklists for topics of work
- After school and lunchtime revision sessions for post-16 students
- Extensive use of ICT modelling and revision software
- Regular use of word games and starter / plenary activities
- Well organised and developed SharePoint site for use by all students
- Open access to all past paper materials we have available.

# SCIENCE SPECIALIST 1:1 SUPPORT ASSISTANT

*Farlingaye High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. DBS checks required for all posts.*

**SALARY:** Grade 4, SCP 9 – £8,782.85 up to £14,638.08 (FTE £21,269)

**HOURS:** To be agreed: Minimum 18 up to 30 hours per week, 39 weeks per year  
8.45 am to 3.30 pm – 6 hours per day

**CONTRACT STATUS:** Temporary Fixed Term Contract ending on 31<sup>st</sup> May 2023

**ACCOUNTABLE TO:** Joint Head of Science Faculty with link to Pupil Premium Co-Ordinator

**PURPOSE OF THE POST:** To assist in promoting the learning and personal development of students, to enable them to make the best use of the educational opportunities available to them

## GENERAL COMMENT

We are looking to appoint a specialist Science 1:1 Support Assistant to join our hardworking and friendly Science faculty.

The successful candidate will ideally have experience of working with students, although this is not essential. The ability to relate to young people is essential, as is a passion for Mathematics and the ability to share this with our students from disadvantaged backgrounds who may require encouragement to engage in their learning experience and support to help them attain the best grades that they are able to.

It is also essential to be a team-player but also able to work with minimum supervision, knowing when to seek support and advice. You will need to be calm, patient and firm, with an ability to empathise with students who find Mathematics difficult. You should have a flexible approach to all aspects of the job role. You will need to have good communication skills and be able to foster good working relationships with students and colleagues. You will have excellent organisational skills.

The successful applicant is required to have a good working knowledge of Microsoft products, English and Maths GCSE Grade C or above and an A level in Science or relevant experience.

## JOB DESCRIPTION

- Plan and deliver one to one or small group lessons to students in Year 7 – Year 11.
- Deliver lessons that meet the needs of the student.
- Motivating and encouraging the student by providing levels of individual attention, reassurance and help.
- Using praise, commentary and assistance to encourage the student to concentrate and stay on task.
- Develop a positive and supportive relationship with students of all abilities and backgrounds.
- Provide support within a classroom based setting, as required.
- Ability to recognise and resolve problems or know when to refer these to line manager.
- Provide information to colleagues in relation to students' behaviour, activities and general progress.
- Ensure that the aims and objectives of the school are achieved.
- Maintain confidentiality.

- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum.
- Be aware of and follow school Safeguarding procedures.

*This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher.*

*Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work*

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education &amp; Qualifications</b>	A Level Science or equivalent GCSE Grade C or above in Maths and English or equivalent	Degree in a Science related subject
<b>Relevant Experience</b>	Demonstrable experience in providing support to young people or young adults through a range of methods.  Previous experience of working as a Higher Level Teaching Assistant or similar role	Experience of encouraging students to participate in or complete tasks
<b>Knowledge &amp; Skills</b>	Good working knowledge of Microsoft packages, e.g. Word, Excel, PowerPoint, Publisher, Outlook etc.  Knows how to maintain accurate records; maintaining confidentiality at all times.  Demonstrates an understanding of confidentiality and data protection requirements in the workplace.  Works on own initiative.  Research and problem solving skills to deal with queries and issues.	Experience of SIMS  Knowledge of school policies and procedures  Knowledge of own and others responsibilities for health and safety.
<b>Interpersonal &amp; Communication Skills</b>	Good verbal and written communications skills.  Able to communicate effectively with students and colleagues  Works effectively as a member of a team, supporting team members and demonstrating a flexible approach.  Demonstrates a positive attitude, commitment and enthusiasm thereby creating a positive learning environment.  Ability to be calm whilst responding to challenging situations.  Able to be empathetic and a good role model  Sensitivity to students' and other people's needs	Ability to contribute to the delivery of continuous improvement.
<b>Additional Requirements</b>	Willingness to learn relevant procedures and systems.	

## APPLICATION PROCESS

If you are interested in this post, please apply using our on-line application process which can be found on the school's website [www.farlingaye.suffolk.sch.uk](http://www.farlingaye.suffolk.sch.uk) under 'Join FHS'. Applications should be submitted as soon as possible but by **12.00 noon on Tuesday, 5<sup>th</sup> July 2022**, at the latest.

As part of the on-line application process you will need to confirm your email address and then complete a series of standard application form questions. In addition, you are required to submit a supporting statement/cover letter. Please be aware that the information in your supporting statement along with your application form will be used to shortlist applicants for the role and therefore it is important that you provide enough detail to give a full picture of your skills and experience and how they meet the specific needs of the role.

Our on-line process allows you to save and return to your application if you are unable to complete all the questions at one time.

If you require any further information regarding the job role or application process, please contact Linda Marsh, HR Manager via email [lmash@farlingaye.suffolk.sch.uk](mailto:lmash@farlingaye.suffolk.sch.uk). Any specific questions about the role can be sent to joint Heads of Faculty: Claire Moran: [cjmoran@farlingaye.suffolk.sch.uk](mailto:cjmoran@farlingaye.suffolk.sch.uk) or Simon Lucking: [slucking@farlingaye.suffolk.sch.uk](mailto:slucking@farlingaye.suffolk.sch.uk)

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. This Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. Enhanced DBS checks are required for all posts.

## CHILD PROTECTION POLICY

At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. At Farlingaye High School we require evidence of identity and original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the content of the on-line application form during the interview if we are unclear about them, we will undertake enhanced Disclosure & Barring Checks (DBS) and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

## INTERVIEW PROCESS

The purpose of the interview is to assess your suitability for the above post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information that you have provided via the on-line application form and accompanying information. The interview will assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

**Interviews will be held on Wednesday, 13<sup>th</sup> July 2022.**

**Please note that current or previous employers will be contacted as part of the verification process. We require two work-related referees to be listed on your on-line application form and we will contact those referees before interviewing.**