



Science Technician

Required ASAP

Dear Sir / Madam,

Thank you for your interest in our Science Technician job vacancy. I do hope that the information within this pack is sufficient.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We have been rated as an "Outstanding" school by Ofsted 3 times, in 2009, 2012 and most recently in 2018. In 2019, we were named as the best state-funded school in Leicestershire by the "Real Schools Guide"

This is an exciting time for The Market Bosworth School, as we build on our now established GCSE achievements of the last 4 years. Last year, 88% of students achieved 9 to 4 passes in both English and Maths and the school achieved an overall progress score of 0.80. Provisional results for 2019 indicate similar outstanding success.

We are ideally placed for commuting from a wide area, being situated about twenty minutes from Leicester in the rural and picturesque village of Market Bosworth. Whilst the majority of our staff live within Leicestershire, we have a number who commute daily from Warwickshire, Derbyshire, and Staffordshire.

We welcome and encourage visitors to school. Please feel free to contact Katie Constable on 01455 290251 for an informal tour, or more information should you wish. The closing date for applications is Thursday 14th November (9am). Interviews will take place on Wednesday 20th November.

Applications are encouraged via email where possible. Please include a covering letter, application form and completed equal opportunities form.

Thank you

Stuart Wilson
Principal

Thank you for your application; I do appreciate the time and effort taken.



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Job advert:
Science Technician

The Market Bosworth School is seeking to appoint an outstanding member of staff to join our Science team. The Science Technician post offers the successful candidate the perfect opportunity to become involved in supporting the learning of young people. Specific experience is less important than a dedication to professional development alongside a flexible and committed teamwork approach.

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For further details, including pay and hours, please visit www.tmbs.leics.sch.uk

The Market Bosworth School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Criminal Records Bureau.

Closing date: Thursday 14th November (9am)

Interviews to take place: Wednesday 20th November

Contact: Stuart Wilson, Principal, The Market Bosworth School, Station Road, Market Bosworth, Leicestershire. CV13 0JT, Telephone No. 01455 290251

"Pupils are polite, well-mannered and respectful. Low-level disruption in lessons is extremely rare. Pupils' behaviour around school is exemplary." - Ofsted 2018

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Background to role:

The Market Bosworth School is incredibly successful; a fantastic place to teach and learn. Science, in particular, plays a huge part in that success. This post is an ideal opportunity for an Outstanding candidate to become part of our Science team, helping them create and deliver an engaging curriculum which inspires students aged 11-16 to become immersed in a love of Science.

Students have seven Science lessons across their two-week timetable at KS3. For KS4 this is increased to 10 lessons each fortnight. The department consists of seven dedicated teachers who share and provide innovative and engaging lessons. Students are initially taught in mixed ability tutor groups in year 7, but set by their Science ability for year 8 onwards.

The department prides itself on making Science fun and students enjoy going to their lessons. There are four well equipped laboratories and 3 Science classrooms which have been refurbished recently, a small Science garden, a greenhouse and immediate access to the school's field which is set in rural surroundings. The department also has regular access to one of 6 ICT rooms each with a complement of 25 or more computers, which the department use to enrich the delivery of the curriculum.

The department are in the process of developing schemes of work and this role provides the opportunity to contribute to the experience our students receive in the classroom. Recent Science trips for students have included Big Bang Fair, Salters Chemistry Festival, JJ Churchill and lectures at Leicester University.



The Science department at The Market Bosworth School has always been successful, and performance has been considered 'Outstanding' by current and previous Ofsted inspections. Results have consistently been above local and national standards.

The Science team are a friendly, welcoming department with high aspirations and a proven track record of excellent achievement. We hope that the new member of our team will share our values

and good sense of humour and we look forward to working successfully together in the future.

"In Year 7 science, students again made outstanding progress in practical work in which both pace and safety were strong features. The very clear expectations set out by the teacher made the practical work highly productive. At the same time, the skilled questioning by the teacher and high level of engagement led to a strong sense of awe and wonder through the chemical reactions that inspired a curiosity to investigate." Ofsted, May 2012

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“This is an outstanding academy. Students flourish in an environment that fosters their academic progress and their wider social development.” - Ofsted 2012

School Overview

The Market Bosworth School is a wonderful place for students to learn and an inspirational school to work within.

Our most recent Outstanding report was in March 2018, during an unexpected monitoring inspection where it was confirmed that *“You have maintained an outstanding quality of education in all aspects of the School”*

Academic GCSE achievement and progress has consistently been within the top 10% of all schools since we first converted from a 11-14 school to an 11-16 school in 2014. Our most recent results place us well within the top 5% of all schools nationally on all key government measures. Whilst our academic results have always been exceptional, it is our commitment to the wider curriculum and personal development that we are most proud of.

Currently, we have 830 students and approximately 105 staff. Our rural and pleasant village setting belies our mixed comprehensive intake. Only a very small proportion (59) of our students live in Market Bosworth, reflecting the older age demographic of the village itself. Other students travel up to 10 miles from a wide and diverse geographical area, including around 100 from Leicester City. In September 2019, we welcomed students from 29 different Primary Schools, with just 7 being our official “catchment” feeders.

Deprivation factors that influence our students are mixed due to that wide geographical intake, but many face issues that would not be expected given our school’s location. For example, nearly a quarter of our students live in the worst national category (out of 10) for the “housing and services” deprivation measure. This is 6 times the Leicestershire average. The villages that feed into the school range from larger villages such as Newbold Verdon, Ibstock and Desford, to smaller communities such as Witherley and Sheepy Magna.



“Teachers have excellent subject knowledge and use this to plan activities which inspire and motivate pupils. As one pupil commented, ‘We just enjoy feeding off our teacher’s energy.’” - Ofsted 2018

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Our Mission

“Educating with care to encourage success for all.”

Our Vision

- The Market Bosworth School is committed to providing the skills and knowledge that will allow learning to be part of a lifelong process, ensuring our students grow into ambitious young adults who are excited about the world around them.
- We are committed to raising standards for all our students, promoting the highest possible achievements, regardless of background or ability.
- We strive to educate with care to enable all students to realise their full potential, both academically and socially.
- We aim to work with students, staff, parents and the community to provide a safe and happy learning environment.

We set Strategic Aims each year that support our Mission and Vision. They form the basis of our annual School Improvement Plan and Self Evaluation where necessary.



We place great emphasis upon developing the whole person through the breadth, balance, and range of our curricular and extra-curricular experiences. Extra-curricular activities include residential trips to Le Touquet, Normandy, Sicily and Bormio (Skiing).

Curriculum enrichment has included debating competitions, sports festivals, Vocational Visits and theatre visits, alongside day trips to The Skills Show, Oxford University and The Big Bang Science Fair.

“The curriculum provides ample opportunities for pupils to develop their understanding of fundamental British values. They understand diversity and recognise that others may hold values that differ from their own. Pupils are provided with opportunities to develop leadership skills, for example as peer mentors. Pupils enjoy and appreciate these roles. The curriculum ensures that pupils understand how to keep themselves safe in a variety of situations.” Ofsted 2018

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Station Road Market Bosworth Warwickshire CV13 0JT

Tele: 01455 290251 Fax: 01455 292662 Email: office@tmbs.leics.sch.uk Website: www.tmbs.leics.sch.uk



Job description

Job Title: Science Technician

Pay: Pay grade 7. The exact hours will be confirmed with the successful applicant. Generally, they would be: 36 hours per week (term time) + 1 week for teacher training days. Provisional hours will be 8.15am to 4.15pm – Monday to Friday. Actual pay based on these hours would be: £16,532 - £17,544

Responsible To: Gary Marshall, Head of Science

Key Relationships with: Head of Science, Science Teachers, Students, Business Manager.

Job purpose

To provide laboratory / classroom and general assistance to the Science Department. The nature of the work requires a good technical knowledge and the utmost care to ensure a safe working environment. The Science technician is responsible for:

- Ensuring that a safe, effective and efficient laboratory service is provided for use by students and teaching staff.
- Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Co-ordinating the use and development of practical resources and facilities within the science department.
- In conjunction with the Head of Science, ensuring that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Head of Science or Principal.

Operational

- ✓ Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- ✓ In conjunction with the Head of Science, ensure that staff in the science department/s are aware of and comply with all health and safety requirements and other relevant regulations.
- ✓ Ensure that the department is well resourced, organised and developed to meet the performance standards required.
- ✓ Liaise with the Head of Science in order to put in place requirements for practical school and public examinations.

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- ✓ Coordinate the putting up and maintenance of appropriate classroom and corridor displays within the Science department.
- ✓ Ensure that equipment is in good working order and that laboratories, preparation areas and storerooms are in a clean, safe and orderly condition.
- ✓ Ensure the cleaning and maintenance of glassware, equipment and sinks.
- ✓ Under the guidance of the Head of Science, hold responsibility for the promotion and observance of a healthy and safe working environment. This includes:
- ✓ Actively leading and co-ordinating the assessment, monitoring and review of health and safety procedures and information resources.
- ✓ Keeping up-to-date with current procedures and practices through continuing professional development.
- ✓ Providing technical advice on health and safety issues and other relevant regulations to teachers and support staff.
- ✓ The safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards.
- ✓ The safe storage and accessibility of equipment and materials.
- ✓ Take a significant role in the design, development and maintenance of specialist resources and/or long term projects, and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- ✓ Hold responsibility for setting up and monitoring systems used in the management and control of practical resources, including:
- ✓ Stock control, compiling orders, liaising and/or negotiating with suppliers, and maintaining appropriate records.
- ✓ Monitoring, controlling and maintaining financial records of departmental expenditure.
- ✓ Ensuring the availability of suitable materials and suggesting alternatives for suitability, sustainability and economy.
- ✓ Undertaking the lead role within the department/s on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- ✓ Provide assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
- ✓ Carry out and update risk assessments in accordance with school policies.

Personnel

- ✓ Establish and maintain good relationships with all staff, students, visitors, suppliers and contractors.
- ✓ Identify the training needs of science technicians and organise appropriate development opportunities in discussion with her/his line manager.
- ✓ Complete performance management, working to achieve appropriate targets.
- ✓ Maintain good attendance in line with school policy.

Administrative

- ✓ Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy, including returns and reports.
- ✓ Collate information, statistics and prepare reports as required by the Head of Science, Principal and the governing board.
- ✓ Source suppliers applying best value principles.
- ✓ Ensure that financial procedures and activities are carried out within the department/s in accordance with school policies and procedures.
- ✓ Complete equipment and stock inventories as required.

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General

- ✓ Attend school events as required.
- ✓ Attend relevant meetings and training sessions.
- ✓ Undertake first aid training and responsibilities as required.
- ✓ Keep up to date with developments and changes in requirements and regulations, and communicate appropriate information to colleagues.

The postholder should have a good understanding of technical procedures related to job and how they fit into function of section/work area. They should organise and prioritise work on at least a weekly basis, requires minimal supervision to complete tasks within set procedures.

This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

The job description sets out duties of the post when it is drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. It is vital to the ethos of the school that the post holder is flexible in taking on additional tasks, willing to offer help, and treats co-operation and support for colleagues as a top priority.

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Personnel Specification

	Essential	Desirable	How assessed
<u>Qualifications</u> <ul style="list-style-type: none"> Good academic qualifications in Maths/numeracy and English/literacy NVQ 2, Degree or other relevant qualifications Good standard of Numeracy/ Literacy, Science and ICT skills 	✓ ✓	 ✓	App/Doc App/Doc
<u>Experience</u> <ul style="list-style-type: none"> Comfortable working with students aged 11-16 Experience of supporting planning, evaluation and delivery of learning activities for children and young people in a formal setting. Recent experience of preparing practical activities to current health and safety regulations. 	✓	 ✓ ✓	App/Int/ Ref App/Int/ Ref
<u>Knowledge</u> <ul style="list-style-type: none"> Knowledge of child protection, health and safety procedures and their application in a school/college setting. Awareness of a range of frameworks that support the education, development and well-being of children. 		✓ ✓	App/Int/ Ref App/Int/ Ref
<u>Skills/Attributes</u> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children and young people. Ability to effectively manage student behaviour in accordance with school/college policy and procedure. Ability to work effectively as part of a team. 	✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref Int/Ref

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	Essential	Desirable	How assessed
<u>General Circumstances</u>			
• Attendance - regular attendance at work.	✓		App/Ref/ Med
• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓		App/Int
<u>Factors not already covered</u>			
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.	✓		Med

Application details and Interview dates:

Closing date: Thursday 14th November (9am)

Interviews to take place: Wednesday 20th November 2019

Please complete an application form and send this, together with a covering letter to:

**Stuart Wilson, Principal,
The Market Bosworth School,
Station Road,
Market Bosworth,
Leicestershire.
CV13 0JT**

Applications are preferred via email to office@tmbs.leics.sch.uk

If posting via royal mail please ensure you add sufficient postage for your application.

For further information, please contact Katie Constable, PA to Principal, on 01455 290251

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