

St Joseph's Catholic High School

"Living, loving, and learning – through Christ"



Senior Science Technician

Candidate Information Pack



www.sjchs.uk

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Welcome from our Headteacher



November 2019

Dear Candidate,

Thank you for expressing an interest in the advertised post. I hope you find the details in our information pack informative.

St Joseph's is a school judged to be Good by Ofsted. We are a happy school with students who are well-mannered and welcoming. Our systems for behaviour and student support ensure that this remains the case and we work very hard to maintain our standards of behaviour for learning, dress and attendance.

As we are a Catholic school, we have a Mission Statement based on our Catholic Faith. We endeavour to fulfil our Mission Statement through our lessons, through our celebrations, our worship and in all our day to day activities. This post holder, like all roles in school, will be expected to uphold and contribute to the Catholic Ethos by ensuring the Mission Statement is lived through the school.

If you feel that you would like to join St Joseph's, then I would very much welcome your application.

Mrs Jacky Kennedy

Headteacher

Our Mission Statement

Living, Loving,
Learning through Christ



St Joseph's
Catholic High School

With St Joseph as our patron:

We are a loving family, following the Way of Jesus.

We live each day in prayer and joyful celebration together.

We realise that learning is key to the rest of our lives.

We listen and work hard towards, college, sixth form, university and work.

—————^ Jesus said, ^—————
“I am the way, the truth and the life.”

John 14:6

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Our Distinctive Features



JOYFUL CELEBRATION

We celebrate our Faith together as a school in assemblies, at Mass and in tutor time.



THE WAY

The Catholic Life of our school follows a 5 year journey called The Way.



WE ARE A FAMILY

St Joseph's is a school where everyone counts. We care and look after each other. We are known for our friendly and supportive atmosphere.



CHARITABLE GIVING

We regularly support the poor and vulnerable. Each year group supports a charity with many events planned for each term.



ENJOYMENT

We plan a wide range of competitions, activities, trips and visits to complement and enrich our curriculum.



PARENTS AS PARTNERS

We establish relationships with parents quickly and communicate regularly via media and our Class Charts systems.



WE TAKE PRIDE IN OUR WORK

Our books demonstrate progress. Our marking and feedback challenge students to raise their grades further.



COMMUNICATION

Our Parents have daily access to behaviour and achievement data as well as regular updates via reports, texts and media.



HIGH EXPECTATIONS NO EXCUSES

Our 'no excuses' approach instils strong learning habits in every year group.



EVERY CHILD IS UNIQUE

We know every students' needs and work hard with parents to ensure all students are successful.



REWARDS

Our culture of success celebrates students' achievements and talents regularly in lessons, assemblies and in our annual Prize Giving.



CAREERS AND GOALS

Our well structured careers programme is supported by local employers, sixth form and university colleagues to ensure students' next steps are identified and planned.

Designed by students, September 18

Senior Science Technician



- Salary:** £19,171 pro rata [2019/20 rates]
- Grade:** Cumbria County Council PCD5 Scale Point 6
- Hours:** 37 hours per week – willing to consider part time/job share where possible
Term Time only
Permanent contract

We require a Science Technician to work as part of a team in our busy science department for 37 hours covering Monday to Friday. Applicants should have a science background and previous experience working in a school would be an advantage.

Technicians support the practical and technical aspects of the science curriculum by preparing, maintaining, organising and managing the resources required for healthy, safe, secure and exciting lessons to be carried out by staff and students.

The role will include:

- Ensuring all health and safety procedures are understood and followed correctly whilst maintaining good housekeeping.
- Preparing and disposing of products and chemicals using the correct disposal routes.
- Maintenance of equipment and laboratory apparatus repairing when required.
- Performing trials of experiments and practical tasks prior to classroom use to ensure safety and create risk assessments.
- Liaising with staff members to discuss timetables and equipment requirements.
- Preparing resources for staff and Adult Education
- Stock checking and ordering ensuring all stock lists are up to date and that resources are replenished.
- Supporting the work of teachers and pupils by giving technical advice.
- Carrying out regular PAT tests and safety checks within the laboratories.
- Dealing with external suppliers and actively seeking out resources on own accord.

If you believe that you have the skills to help our school achieve more success, please complete the TES online application form by 12pm on Wednesday 11th December 2019.

St Joseph's Catholic High School is committed to safeguarding and promoting the welfare of children and young people. Appointments will be subject to references and enhanced DBS check.

The Science Department



Our Science Department has six well equipped and modern science labs, with demonstration areas, practical areas and seating areas.

In Key Stage 3, years 7 and 8 follow the 'Activate' scheme of work, with a focus on investigative skills and science in context. Year 7 students are taught in sets for three fifty minute lessons and sets in Year 8 for four fifty minutes lessons per week.

In Key Stage 4, students follow either AQA GCSE Biology, Chemistry and Physics or AQA GCSE Trilogy Science. Students studying the GCSE separate sciences are taught for seven fifty minute lessons per week and the GCSE Trilogy course six fifty minutes lesson per week. Each class studies two topics at a time, shared between two science teachers.

The Science Department is intent on continuing to improve standards. The ethos which permeates our work is one where high aspiration and expectations flourish. Teamwork in the department is very strong, and the entire department is very supportive of each other. Teachers and technicians regularly share best practice in order to ensure they are always developing new ideas to raise standards.

The department consists of seven teachers, four full time and three part time, of which there are currently three Chemists and four Biologists (although two members of the department are experienced at delivering Physics).

Job Description



Post: Senior Science Technician

Salary Scale: Cumbria County Council PCD5 Point 6

Reporting to: Director of Science

Hours: Term Time only

Main Purpose:

Under the guidance of senior staff: Provide specialist support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and pupils.

To support the science teachers in the planning, preparing and delivery of resources for lessons and to support students when necessary.

Duties:

Support for Pupils

- Use specialist skills, training and experience, support pupils in practical learning activities under the guidance of the teacher
- Advise and assist students carrying out complex individual practical activities

Support for Teachers

- To create and maintain a purposeful, orderly and productive working environment which is also healthy and safe, and to report all health and safety concerns to the appropriate person in accordance with school policy
- Ensure the timely and accurate design, preparation and use of specialist equipment, resources and materials as required by staff and the curriculum
- Maintenance and analysis of records relevant to the specific curriculum area providing reports as required
- To contribute to the design, development and maintenance of specialist resources and long-term projects
- The provision of technical advice and support on health and safety issues to teaching and technical staff
- To assist in practical classes and carry out demonstrations
- Undertake clerical and administration tasks relevant to the specific curriculum area
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc
- Contribute to planning development and organisation of systems, procedures and policies
- Provide specialist technical support for the administration of routine exams and tests
- Contribute to the planning, development and organization of systems, procedures and policies
- Provide specialist technical advice in the development of schemes of work.

Support for the Curriculum

- Monitor and manage stock and supplies for the specific curriculum area, within an agreed budget, cataloguing resources and carrying out audits as required; obtaining resources as required in accordance with County Council Financial Standing Orders
- Maintenance of specialist technical equipment, checking for quality and safety, undertaking specialist repairs and modifications and liaising with outside agencies for other repairs to be carried out in accordance with school policy
- Demonstrate and assist others in the safe and effective use of specialist equipment and materials
- Carry out risk assessments for the technician activities
- Maintain a current knowledge of health and safety requirements, including attending courses as required
- Provide specialist advice and guidance as required
- Implement agreed programmes of work and practical activities under the guidance of teachers

Support for the School

- Be aware of and comply with policies and procedures relating to data protection, child protection, health and safety, copyright, security and confidentiality reporting all concerns to an appropriate person in accordance with school policies
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning opportunities.
- Undertake any other duties, which may be regarded as within the nature of the duties, responsibilities and grade of the post defined.

Further Information

Conditions of Service

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph's. All applicants are expected to be supportive of this central aim.

Safeguarding Children

The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.

All posts in a school are deemed to have a high degree of contact with children and therefore you must inform us if you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

An enhanced disclosure will be sought through the DBS as part of the pre-employment checking process.

Additional Information

All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.

Contracted Hours and Pay Scale

Please refer to the offer letter which will be provided at offer stage.

Person Specification



Post: Senior Science Technician

Salary Scale: Cumbria County Council PCD5 Point 6

Criteria	Essential	Desirable
Qualifications / Training / Competencies		
Relevant NVQ3 or equivalent, or three experience in a relevant discipline	✓	
Good numeracy and literacy skills	✓	
Specific training in the specialist area		✓
Relevant Experience		
General technical/resource support in an appropriate environment	✓	
Experience in specific area related to post		✓
Relevant Knowledge / Awareness		
Effective use of ICT and other specialist equipment and resources	✓	
Use and maintenance of relevant equipment	✓	
Subject knowledge and knowledge of the relevant policies, codes of practice and legislation	✓	
Skills / Abilities	✓	
Ability to identify own training and development needs and the desire to cooperate with measures to address these	✓	
Ability to relate well to children and adults	✓	
Ability to design specialist equipment		✓
Special Circumstances		
Occasional attendance at meetings outside normal hours. Support of Adult Education may occasionally be required	✓	