



City Learning Trust
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Dear Prospective Colleague,

Thank you for your interest in the Science Technician post at Haywood Academy. We are seeking an ambitious and proactive member of staff with a proven track record of excellence to join the Science Faculty.

The successful candidate will have enjoyed a range of experiences to date that will have prepared them for this role. They will be an experienced and knowledgeable member of staff who is committed to supporting outcomes for our young people and importantly, will be child centered and able to support and nurture young people and adults to be the best that they can be.

Staff at the Academy work closely with other Academies in the Trust to improve outcomes and life chances for young people and enjoy a particularly effective relationship with CLT central staff who work across the Trust's Academies.

You will join the Trust at an exciting time as we establish an international partnership with Singapore to share excellence. As we strive for a 'great' culture and practice across our organisation and have a commitment to all our staff to help them develop.

As Chief Executive Officer, I am proud to provide strategic leadership in line with the culture, ethos and values of the Trust and its member Academies. The Trust Board has high expectations to deliver the highest quality education, experiences and outcomes for the children and young people in its care.

If you want to work within a partnership of Academies, committed to cooperation and collaboration to unlock talent and fulfill potential, then this post is right for you. In return, you will be supported and encouraged to develop further and enjoy a long and rewarding career working across the City Learning Trust. You will have a passion to further develop standards and pedagogy in your specialism and you will be child centered in every aspect of your practice.

The attached pack will tell you more about the post and the process of application and appointment. If you would like the opportunity to help shape the future of Haywood Academy and inclusive practice within the City Learning Trust, then we look forward to receiving your application.

If you are interested in having an informal conversation about this opportunity, please contact Amy Fox, HR Advisor, who will arrange such. It would be helpful if your letter of application is no more than 2 sides of A4. You may, if you wish, submit a CV with your application but not instead of it. Please send your application to Amy Fox, afox@citylearningtrust.org

Yours sincerely,

Carl Ward
Chief Executive Officer



Appointment Procedure:

Closing Date:	Monday, 24th February 2020 at Midday
Shortlist:	Tuesday, 25th February 2020
Interview:	Thursday, 27th February 2020

Haywood Academy Background and Context:

Haywood Academy is a successful 11-18 Academy that provides high quality education for the young people of Burslem, and the surrounding area in Stoke-on-Trent. It is a popular and oversubscribed Academy with approximately 1200 students on roll. Between 11-16, each year group has 210 students on roll with 240 students accepted from September 2019 due to popularity. Each year around 500 students apply for 210 places in Year 7. The Academy's 6th form provision is based off site from the main Academy building in two unique and purposely refurbished facilities that have only recently been completed at a cost of over £3 million. 6th form students share these facilities at The Old Town Hall Burslem and The Burslem School of Art and enjoy a modern 6th form in quite unique settings. The Sixth form is called 'City College' and is relatively small in nature with around 180 students on roll.

The Academy has been consistently graded as 'Good' by Ofsted over the past 6 years. Its latest inspection was in December 2017 where it received an extremely complimentary report. Haywood was the founding member of the City Learning Trust and was the first Academy convertor Academy in the City of Stoke on Trent.

The Academy is the only Academy in the country to win two national awards of excellence from the DfE in the same year, the Regional Pupil Premium Award and the Regional Character Education Award. The Academy's Executive Principal (who is also the CEO of the CLT) was ASCL President in 2017-18 and is a well-respected national and international figure in education.

CLT Background and Context:

The City Learning Trust is a family of Academies sharing resources and expertise: united by our values, we place children first in everything we do. We believe in the power of collaboration and cooperation to unlock talent and fulfil potential. We want all children and young people within our Trust to be the best that they can be and are firmly committed to achieving our mission to create a world class education system for the communities we serve.

Children in the City Learning Trust have the best opportunities to develop their education and skills. They get the best start in life to help them gain employment in the future and to instil in them a desire for lifelong learning so they can adapt in an ever-changing world. In our Trust, education is linked up from 3 to 19, where skills and qualifications are allied to an increasing understanding of the value of continuous learning and social responsibility.

Our values are important to us and guide the work we do:

- **Ambition:** Our Academies aim to unlock the potential for all learners to achieve their dreams, hopes and aspirations.
- **Cooperation:** We value working together in teams, supporting each other, and sharing expertise and accountability to improve standards.
- **Commitment:** Our Academies are a family of Academies with a common bond, dedicated to the communities that they serve.
- **Creativity:** We encourage innovation and the use of imagination and original ideas in all our Academies.
- **Leadership:** We believe in listening to, inspiring and empowering our learning communities so that they can achieve their true potential.
- **Respect:** We value all people and organisations abilities, qualities and achievements, and operate using the principles of equality, equity and solidarity.



The Trust is on a journey from *Good* to *Great*. Through cooperation and collaboration, we develop sustainable partnerships that will provide a legacy for tomorrow's generation. This enables our member Academies to become greater than the sum total of their parts.

The City Learning Trust is a registered charity and a DfE sponsor. We have a range of strategic partners and work closely with a number of multi-Academy trusts to raise standards.



Job Description

Job Title: Science Technician

Salary: Level 5 SCP 7-12 £19554-£21589 pro rata (£17025-£18797 Actual) per annum

Hours of work: Hours: 37 hours per week/Term time only

Responsibilities:

- Under the overall direction of the Head of Faculty - Science, to fulfil the role as Science Technician.
- Report to the Science Technician Team Leader.
- To manage and administer technical and non-technical resources, at all key stages, on the Haywood main site and City College site.

Key Duties & Accountabilities:

Condensed:

- Provision of support services to the teaching staff, primarily organising practical requirements for their work through the use of Lablogger (an online practical request management system).
- Preparation of materials to exact specifications from stock as directed, distributing resources and clearing away equipment.
- Set up and trialling of experiments before they are used in lessons to ensure that they work.
- Providing assistance to teaching staff with demonstrations and practicals during lessons, as required.
- Contributing to the oversight of specialised teaching areas, stores and preparation room.
- To help keep accurate, up to date, records of stock chemicals, other materials and items.
- Ordering of new stock as required and the maintenance and repair of equipment when feasible.
- To be involved in the creation and updating of health and safety documentation in line with current legislation, aiding in the maintenance of safety standards in the Science Faculty.
- To undertake any other work that the Line Manager deems necessary.

Skills

- Qualifications and Training
- NVQ3 in Laboratory and associated Technical Activities (LATA) Educational, or NVQ3 Laboratory Technicians working in Education or C & G Advanced Science Technician, or appropriate equivalent qualification or experience
- First Aid training
- RPS training
- An excellent standard of practical knowledge
- A working knowledge of relevant equipment
- Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to organise, lead and motivate other staff
- Good communication / interpersonal skills
- Ability to relate well to children and adults
- Good organising, planning and prioritising skills
- Methodical with a good attention to detail
- Working knowledge of Lablogger



Personal competencies and qualities

- The motivation to work with children and young people
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people
- The ability to work in a team environment and under pressure
- Excellent organisational skills
- A good sense of humour
- A calm demeanour
- A perceptive understanding of young people and their needs and expectations.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title

