September 2018

Dear Candidate

**SCIENCE TECHNICIAN - PHYSICS**

Thank you for requesting details of the post of Science Technician at the school. I hope the details below will help you with your application, but please contact me if you require further information.

The School is very popular with a reputation for excellent results within a caring environment, as evidenced by the following comments taken from our last Ofsted Report.

• “Colchester County High School for Girls is an outstanding school.” “It continues to strive for, and achieves excellence in all it does.”

• “Students say they relish the independence teachers give them and appreciate the high levels of encouragement.” “Students talk positively about the environment and facilities that this new building offers, particularly for music.” “Students have excellent opportunities to take on additional responsibility and make a positive contribution to the school and the community beyond.”

• “Students say they feel safe and supported both by the school and by each other.” Parents “stated how the school had ‘balanced study, social development and student happiness’ extremely well.”

• “Leadership and management at all levels of the school are outstanding.” “Governors remain highly supportive and actively involved in the strategic development of the school.”

• “The school’s contribution to community cohesion is outstanding and supports students’ personal development well.”

• “The development of students’ leadership and team working skills is excellent.”

The Science facilities at the school include 10 well equipped laboratories with 4 preparation rooms. Individual laboratories are designated for the teaching of Biology, Chemistry and Physics; 2 of the laboratories are designated for A level teaching and there is also a newly refurbished smaller study room for use by A level classes. The Department has its own office and support from a team of 4 technicians; there is a school pond and greenhouse area. The Department regularly prepares students for participation in a range of Science competitions including Biology and Chemistry Olympiads, the Cambridge Chemistry Challenge, RSc Analysts Competition and Genezone Online Competition, as well as for BMAT entrance tests. In addition, the Department offers a range of extra-curricular opportunities and clubs, for example, MedSoc, VetSoc, Gardening Club and Lower School Science Club.

The successful candidate will be enthusiastic and flexible, with a scientific background and able to support with the preparation of materials and equipment for science lessons. The maintenance of the science laboratories, preparation rooms and equipment in good order is also required. Previous experience of working in a science laboratory is desirable. Technician staff are supported with access to training in school and external CPD as required.

Colchester County High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced criminal record check by the Disclosure and Barring Service.

If you feel that Colchester County High School for Girls can provide the challenges and opportunities you are looking for then please complete the school application form and send, supported by a covering letter outlining your suitability for the post, addressed to the Executive Principal. Please apply by Midday on Monday 18 September 2018.

We would be delighted to hear from you.

Yours sincerely



Gillian Marshall (Mrs)

Executive Principal

**Job Description – Science Technician**

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| **Job Title** | Science Technician - Physics |
| **Grade** | Band 2 Points 11-14 |
| **Reports to** | Head of Science |
| **Job Purpose** | To provide technical support to the Science department. |
| **Duties** | To ensure the satisfactory provision of technical assistance to the Science department. The nature of technical support requires close team co-operation and a willingness to adopt flexible working arrangements. |
|  | 1. to ensure that science lessons are promptly and adequately serviced by providing requested materials and apparatus organised to facilitate the smooth running of the lesson, and by clearing laboratories at the end of the lesson; 2. to maintain apparatus in working condition, reporting faults in apparatus, electrical equipment, fixtures or fittings that need specialist repair to the Senior Technician; 3. to check levels of stocks and equipment, requesting replacement and additions from the Senior Technician in good time so that orders may be placed; 4. to assist with annual stocktaking in the Science Department; 5. to maintain books and lists as requested by the Head of Department; 6. to carry out work with due regard to safety, applying regulations of which they have been made aware and seeking guidance from the Senior Technician when necessary. Advising teaching staff whenever possible; 7. to assist with annual safety checks of all electrical apparatus and other annual reports relevant to the Science Department; 8. to assist with and advise on the development of practical investigations, testing practical investigations when time allows; 9. to check suitability of room for requested apparatus, arranging room changes where necessary; 10. to ensure that authorised absence is covered by making suitable arrangements in advance; 11. to identify training needs and report these to the Senior Technician and the Head of Department; 12. to carry out such other tasks as may be agreed from time to time;  * to assist with training of new technicians; * to be involved in the development of CTTC students attached to the school as part of the Colchester-based programme; to contribute to the development of the school’s Science and Languages College status. |
| **General** | 1. To undertake any training commensurate with the post. 2. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. 3. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace 4. Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy 5. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. 6. The duties above are neither exclusive nor exhaustive and the postholder may be required by the Executive Principal to carry out appropriate duties within the context of the job, skills and grade. |
| **Health and Safety** | Under the Health and Safety at Work Act 1974 all employees are responsible for:  Looking after their own safety and the safety of others affected by their work Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School’s policies, risk assessments and health and safety standards. Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures. Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager. Using work equipment provided correctly, in accordance with instructions or training. Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented. Reporting health and safety incidents, in accordance with the School’s health and safety Incident Reporting Procedure. Contributing to the safety education of pupils through the formal and informal curriculum.  Ensuring that any visitors in their care follow health and safety instructions. Effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions. |

**Person Specification**

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| **General Heading** | **Detail** | **Examples** |
| Qualifications and Experience | Specific qualifications and experience | Experience of working in a science laboratory and/or  previous experience of working in an educational establishment desirable |
| Literacy | English to GCSE Grade C and above |
| Numeracy | Maths to GCSE Grade C and above |
| Communication | Written | Ability to write detailed reports, letters etc. |
| Verbal | Ability to exchange complex and sensitive information clearly with children and adults |
| Listening | Ability to actively listen and seek to overcome communication barriers |
| Negotiating | Ability to consult effectively with children and adults |
| Confidentiality | Ability to keep information confidential |
| Working with Children | Behaviour Management | Understanding and implementation of school behaviour management policy |
| SEN | Understand and support the differences in children and adults in relation to ICT |
| Curriculum/School Organisation | General understanding of the school curriculum and organisation structure and the importance of ICT |
| Child Development | Understanding of how ICT contributes to the way in which children develop |
| IT Skills | Ability to use IT such as Word and Excel |
| Child Protection & Safeguarding | Basic understanding of requirements and responsibilities under Child Protection & Safeguarding |
| Health and Well Being | Understand and promote the value of emotional and physical well-being in adults and children  Take responsibility for own well-being |
| Working with Others | Working with partners | Ability to form effective relationships with those working in and with school external partners |
| Relationships | Patience and the ability to deal with a wide range of demands from a variety of people  Ability to establish rapport and respectful, trusting relationships  Ability to build open and honest relationships |
| Team Work | Work effectively as part of a team  Ability to work independently  Know how and when to seek support |
| Information | Ability to provide clear, timely and accurate information |
| Equalities | Demonstrate commitment to treating all people fairly |
| Skills | Organisational and Time Management Skills | Good organisational skills  Ability to prioritise work and manage own time effectively  Flexible attitude to day to day tasks |
| Time Management | Ability to plan and manage own time effectively |
| Creativity | Ability to follow instructions  Ability to resolve problems independently |
| CPD | Demonstrate commitment to own and others professional development |

**ADVANTAGES OF WORKING AT**

**COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS**

* All students are well motivated to succeed and excellently behaved.
* Parents are keen to send their daughters here and the school is over subscribed.
* We are successful but not complacent. The school is always striving to move forward.
* There is an extensive induction course for new staff to support them as they adjust to teaching here. There is also a wealth of informal support from subject departments, pastoral teams and support staff.
* The staff, both teaching and support, are very friendly, caring and helpful. Continuing Professional Development has a high priority. Training is personalised to meet the needs of individual staff and to reflect school improvement priorities. CPD days are a mixture of whole days and twilight sessions taken across the academic year. The School is committed to developing the potential of every member of staff and build future leadership capacity.
* The school has been designated as lead school for the North East Essex Teaching School Alliance (NEETSA) and Colchester Teacher Training Consortium (CTTC).
* We have a culture of sharing good practice both within and across subjects, and across NEETSA.
* Life-long learning is a reality here with many staff still studying. They pursue courses both to further their career and just for pleasure.
* We teach creative and critical thinking skills to our students and encourage the development of thinking skills and creativity across all subjects.
* As part of our cognitive learning development, we have a built an iLab. This is an amazing space in which to foster innovation through the use of technology and writing on the walls!
* Many of our students are highly creative; many have a range of talents outside the curriculum. They all have a wealth of interests and the school runs a huge number of extra-curricular activities, many of which are run by the students themselves. We have a very active Student Voice which contributes to the development of the school.
* We encourage an extensive range of educational trips and visits nationally and internationally, including a thriving Duke of Edinburgh’s Award Scheme.
* We have good links with universities, particularly Oxford and Cambridge and are developing our link with universities overseas, including Harvard.
* As part of NEETSA, we work in partnership with a range of local primary and secondary schools as well as exploring links to similar selective grammar schools.
* We are linked to a range of International Schools, and more locally with community groups and charities.
* Classrooms and practical rooms are well-equipped; all classrooms have ICT data projectors and many have interactive white boards, tablets are also available as learning tools.
* The canteen is exceptionally good with a wide range of excellent hot and cold food available each day for a very modest price. The menu, including a wide range of vegetarian food, changes often and the catering manager will use recipes given by the staff or students. We also have free coffee and tea in our recently refurbished staff room.
* The school is on a pleasant site with ample, safe car parking.
* Colchester has excellent transport links. The school is close to the A12, with bus links to the town centre, and is about a 30 minute walk from the station.