

Technician - Science Specialist

Full time, Term Time

Maternity Cover

Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join Seaton Valley Federation of Schools as **Technician (Science Specialist)** to cover a period maternity leave for the substantive post holder, anticipated to be 9 months from September 2020 to May 2021.

As a Science specialist, you will provide support for practicals across Key Stages 3, 4 and 5, as well as managing a wide range of resources. You will be part of a team of two other Technicians supporting the Arts and Technology Faculty at Astley Community High School and Whytrig Middle School, and liaise with the Technician at Seaton Sluice Middle School to ensure a consistent approach.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School. The three schools share a single governing body.

We are about to embark on an exciting new chapter. Northumberland County Council has recently announced plans for a multi-million pound investment to create a brand new building for our schools, providing much improved facilities for our students.

Our staff are very focused on ensuring students achieve their best without losing sight of those individual needs. We are always keen to learn from other professionals and have developed an excellent relationship with other schools across the north-east to ensure our staff have access to a strong Continuous Professional Development programme. Building up the skills and capacity of support staff is also a key priority

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact me on **0191 2371505** via Angela Small, who is my PA.



John Barnes
Executive Headteacher – Seaton Valley Federation of Schools

Our ethos and values

We have three main themes to our ethos:

- 1. To be a school that knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

About our schools

School	Age range	Total number of pupils	Number in sixth form
Astley Community High School	13-18	532	166
Seaton Sluice Middle School	9-13	326	N/A
Whytrig Middle School	9-13	229	N/A

About our performance

School	Overall effectiveness	Last Ofsted inspection
Astley Community High School	Good	November 2019
Whytrig Middle School	Requires Improvement	June 2018
Seaton Sluice Middle School	Good	February 2018

Latest Ofsted report for Astley Community High School

Leadership and management	Good
Outcomes for pupils	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
16-19 Study Programmes	Good

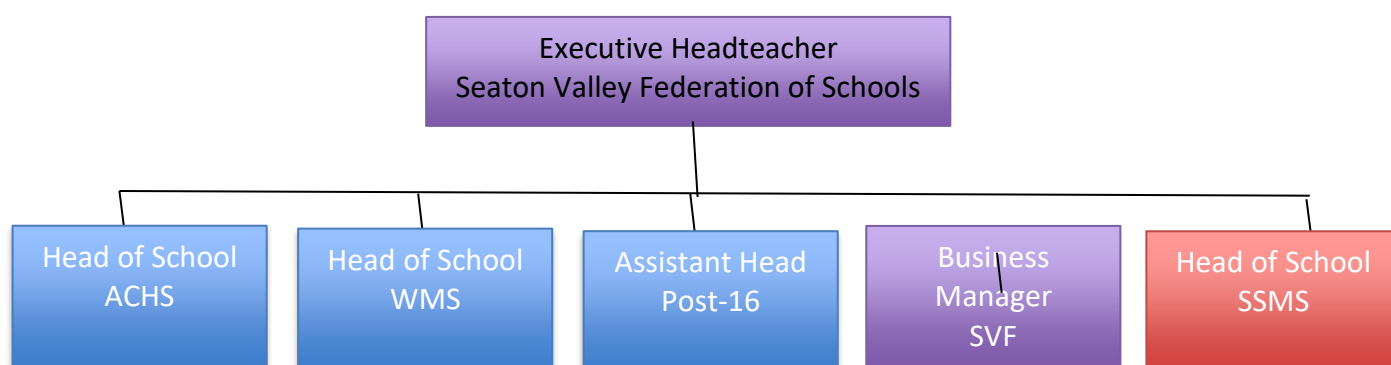
Latest Ofsted report for Seaton Sluice Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety of pupils	Good
Leadership and management	Good

“Pupils say that they are very proud of their school. They struggle to think of anything they would want to improve about it. One pupil said, ‘There are too many good things and I would not have time to tell you about them all.’ Staff and school leaders care deeply about the pupils and have high expectations of them. This is an inclusive school. Relationships in classrooms are excellent. Teachers say that they love working here because they can really teach.. .” Ofsted 2019

You can read the full Ofsted inspection reports for each school at:
<https://reports.ofsted.gov.uk>

About our structure



The Science Faculty is led by a Head of Faculty who works across Years 7-13 at both schools and reports to the Head of School

About the Science Faculty

Over the next few pages you will find the advert, job description and person specification for the post of Technician but we know that you will want to know more about our schools, which share a single site.

The Science Faculty at Astley has a proven track record of success built upon excellent teamwork. We are highly committed to maximising the potential of pupils of all abilities with all Science subjects popular at GCSE, BTEC and A-Level. In addition to being Head of Faculty, I am the Head of Chemistry. There are two further Chemistry specialists, a Biology specialist, a Physics specialist, a Biology/Physics teacher and a Psychology/Sociology specialist.

At Whytrig there is a specialist Science Teacher teaching across Key Stages 2 and 3, which gives students excellent preparation for joining Year 9 at Astley.

Both schools have specialist laboratories and there are two main preparatory rooms within the main Astley building with additional specialist store rooms.



Matthew Hiscock, Head of Faculty – Science Years 7 - 13



Astley Community High School and Whytrig Middle School
Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

**Technician – Science Specialist
Maternity Cover**

37 hours per week, term-time plus five days during school holidays

Band 3: £16,143 - £16,935 per annum
pro rata of £18,795 to £19,717 per annum (pay review pending)

We are seeking a motivated individual to join our professional technician team to support and complement the teaching and learning of Science to our pupils aged 9-18 at Astley Community High School and Whytrig Middle School, which share a single site in Seaton Delaval.

Duties will include preparing and maintaining equipment and materials required for demonstrations and practical experiments within the Science Faculty. You will also be responsible for stock control, ordering procedures and assisting students and staff in the classroom, ensuring that high standards of health and safety are achieved. You should also have some knowledge of COSHH.

The successful candidate will have at least a Level 3 qualification in a Science-related subject with a strong Biology and Chemistry component and knowledge of Microbiology and Physics an advantage. You must have good interpersonal skills with the ability to quickly establish and maintain good working relationships with both children and adults. High professional standards and a methodical and organised approach are also essential.

This is a fixed term post to cover a period of maternity leave for the substantive post holder, anticipated to be 9 months starting September 2020.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Interested in applying? A completed application form and criminal records declaration form must be submitted **by 12 noon on Monday 8 June 2020 by e-mail to vacancies@svf.org.uk**

It is expected that shortlisting will take place week commencing 8 June and interviews will be confirmed as soon school reopens. We may conduct first interviews by video call.

Further information about all of our current vacancies is available at: www.svf.org.uk/vacancies

Northumberland County Council
JOB DESCRIPTION

Post Title: Science Technician – Level 3		Director/Service/Sector: Children's Services	
Band: 3		Workplace:	
Responsible to: Science Technician Team Leader		Date:	Manager Level:
Job Purpose: To work under the direct supervision and instruction of the Team Leader to provide specialist support to a specific area to all staff and students including preparation and routine maintenance of resources and equipment.			
Resources	Staff	None	
	Finance	None	
	Physical	Lab equipment, preparation of science practical resources	
	Clients	Internal: Staff and Students External: Other educational organisations	
Duties and key result areas: The main duties of the post are: Support for Pupils <ol style="list-style-type: none"> 1. Provide support for pupils in accessing learning activities as directed by subject teacher Support for Teacher <ol style="list-style-type: none"> 1. Create and maintain a clean and orderly and productive working environment 2. Timely and accurate preparation of specialist resources as set out in instructions 3. Timely preparation and basic maintenance of specialist equipment as set out in instructions 4. Assist subject teacher with learning activities ensuring health and safety and good behaviour of students 5. Support the subject teacher in the preparation and maintenance of wall displays 6. Provide ad hoc support on admin tasks Support for the Curriculum <ol style="list-style-type: none"> 1. Monitor and manage the use of resources and ensure their orderly and secure storage, cataloguing as required 2. Maintenance of specialist equipment checking for safety and undertaking repairs within own capabilities and where appropriate 3. Demonstrate and assist others in the safe and effective use of specialist equipment and resources 4. Undertake structured and agreed learning activities under the supervision of subject teacher Support for the School <ol style="list-style-type: none"> 1. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person 2. Be aware of and support difference and ensure equal opportunities for all 3. Contribute to the overall ethos/work/aims of the school 4. Appreciate and support the role of other professionals 5. Participate in training and other learning activities and performance development as required 6. Attend and participate in relevant meetings 7. Assist with the management of students outside the classroom e.g. school trips 8. Assist with the supervision of students outside normal lessons e.g. after school clubs 9. To undertake other duties and responsibilities as required commensurate with the grade of the post 			

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	None
Working Patterns:	Normal
Working Conditions:	Normally indoors

Northumberland County Council

PERSON SPECIFICATION

Post title: Laboratory/Science Technician Level 3	Workplace:	Ref: SG28
ESSENTIAL	DESIRABLE	ASSESS BY
Knowledge and Qualifications		
NVQ level 3 or equivalent qualification in a science based area Very good numeracy and literacy (NVQ level 2 or above)	Emergency First aid	Application Interview
Experience		
Recent and relevant experience of science based learning or environment	Experience of working in an educational establishment	Application Form Interview Task
Skills and competencies		
Awareness of relevant codes of practice and legislation Ability to use office equipment e.g. photocopier, PC Appreciate the support role of other professionals Ability to relate well to young people and adults		Application Form Interview Task
Physical, mental and emotional demands		
Ability to work flexibly Ability to move equipment – physical ability		Application Form Interview Task
Other		

Willingness to participate in training and development		
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Key to assessment methods; (a) application form, (l) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Working in the Seaton Valley Federation of Schools

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- 25 days' annual leave for support staff who work full year, rising to 30 days after 5 years' local government service
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Active Northumberland's Seaton Valley Library and Northumberland County Council's Customer Services.

Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at www.visitnorthumberland.com for more information.

Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Opportunities to attend local and regional networks are encouraged.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Our commitment to equal opportunities

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination.

Our Equality and Diversity in Employment Policy is available from:

<https://www.svf.org.uk/our-federation/policies>

Our commitment to safeguarding children and young people

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

How to apply

Please read the job description/person specification for the post and the guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **12 noon** on **Monday 8 June 2020** to: vacancies@svf.org.uk. **Please ensure the subject/title of your e-mail is Technician.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance. Please note that we do not accept CVs.

Contact us

Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval
NE25 0BP Telephone: 0191 2371505
Websites: www.svf.org.uk