



APPLICANT PACK

Science Technician

Sacred Heart Catholic Secondary School, Redcar



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Science Technician.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package, along with information on the many advantages of living and working in the North East.



Applicants should return their application forms to recruitment@sacredheart.npcat.org.uk by the closing date, Monday 28th June 2021, 9am. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact the school on 01642 487100.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC



Forming lives ready to face the future

Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 23 primary schools, four secondary schools, a sixth form and teaching school, promotes the dignity, self-esteem and development of every one of our pupils and staff.

Situated in Teesside and North Yorkshire, within the northern area of the Roman Catholic Diocese of Middlesbrough, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

We are dedicated to academic excellence and the spiritual, physical and moral development of all our 9,000 pupils, as well as the ongoing development and fulfilment of every one of our 1,000-plus staff.

Our Trust is a faith-based community. We provide modern facilities and a safe and secure environment that reflects and supports family values, where standards of behaviour are excellent and parental engagement and collaboration is central to our success.

Learning takes place in an atmosphere inspired by the spirit of Jesus Christ, in which his commandment to love God and neighbour nurtures a caring ethos that is expressed in relationships within and beyond our schools.

We are inclusive and are respectful of and engage with people of all beliefs, encouraging a culture of tolerance where people of diverse identities are recognised, welcomed, respected and cherished.

We seek to make a difference to the lives of all groups of children, working to ensure especially that the most vulnerable in our society are not disadvantaged.

Each school aspires for excellence and is on a journey of continual year-on-year improvement. They work in partnership with families and parishes to promote strong, positive links and have clear strategic aims built on our mission and values.

We:

- Celebrate and share the practice of our outstanding schools, leaders and teachers
- Are committed to excellent governance that challenges, supports and holds to account
- Have strong leadership at all levels
- Ensure our pupils receive outstanding teaching
- Offer a wide range of curricular and extracurricular experiences
- Develop parents and carers as active partners in their child's progress.

We are building a Trust where every child is at the heart of everything we do, where every child is valued, where every family is supported and where every aspiration and every dream can be realised.

“True education enables us to love life and opens us to the fullness of life”

– Pope Francis

Proud to Serve Teesside and North Yorkshire



The area we serve is one of the friendliest and most beautiful places you could choose to live and work in.

With an international reputation for innovation and an exciting mix of modern, cosmopolitan and historic culture, the region includes vibrant cities, quaint villages, an outstanding coastline and stunning countryside. Here are just a few reasons you should live here:

Affordable homes

We have some of the lowest house prices in the UK, with an average North-East house price of just £132,769, compared to £250,677 in England as a whole (September 2019 figures).

Friendly people

We are famous for our friendliness and hospitality. Wherever you go, you'll always find a warm welcome and ready smile.

Arts and culture

Museums and galleries include Middlesbrough Institute of Modern Art (mima), the Captain Cook Birthplace Museum, the Dorman Museum, with its collection of Christopher Dresser-designed Linthorpe Pottery, and Kirkleatham Museum, home to the superb Anglo-Saxon princess treasure exhibition.

Entertainment and leisure

The region boasts large venues, international music festivals, Michelin star restaurants and a vibrant nightlife. It is home to Middlesbrough Football Club and countless grassroots clubs for adults and children, cricket and rugby teams and world-class golf courses. Our coastline offers diving, sailing and some of the world's best surfing at Saltburn and you can enjoy watersports at Tees Barrage International White Water Course.

Outstanding countryside

We have some of the best countryside you'll find anywhere in the UK, including the stunning North York Moors and Dales. Even if you choose to live in one of our larger towns you can always be in the countryside or by the sea in less than half an hour.

Excellence in education

The region boasts many great schools, including four NPCAT primaries that were named in the *Sunday Times* top 250, and Teesside University is also based in Middlesbrough. Famous people educated in NPCAT schools include musicians Chris Rea and Paul Rodgers, Middlesbrough MP Andy McDonald and Mayor Andy Preston, government advisor Sir Martin Narey, impressionist Kevin Connolly, TV personality Chris Kamara, Middlesbrough FC chairman Steve Gibson and Keith Houchen, who scored in the 1987 FA Cup final.

Strong transport links

Teesside International Airport has three daily flights to Amsterdam operated by KLM, allowing easy connection to anywhere in the world, while Leeds-Bradford and Newcastle airports are also close by and we have excellent rail and road links to the rest of the country.



The Diocese of Middlesbrough

NPCAT is one of three multi-academy Trusts responsible for the running of schools within the Roman Catholic Diocese of Middlesbrough.

The diocese was founded on December 20 1878 when the Diocese of Beverley, which had covered all of Yorkshire, was divided.

Today, the diocese covers an area of 4,000 sq km in the historic counties of North Yorkshire and the East Riding of Yorkshire, together with the city of York.

Bishop of Middlesbrough the Rt Rev Bishop Terence Patrick Draney provides Catholic schools:

- To help him as first educator of the diocese in his mission of making Christ known to all people.
- To support parents who at their child's baptism accepted the responsibility of raising their child in the Catholic faith.
- To be at a service to their local church, parish and Christian home and to ensure our children give such service to the wider society.

NPCAT is responsible for schools in the boroughs of Middlesbrough, Redcar & Cleveland and parts of Stockton and the county of North Yorkshire.

It is our mission to contribute to the creation of a society that is highly educated, skilled and cultured.

Our schools must educate the whole child, ensuring they develop spiritually and also achieve their full academic potential.

We see parish and school partnership as fundamental to the missionary role of Catholic education.

Each school has a central place in parish life and where a school serves more than one parish, chaplaincy work in school ensures that the appropriate steps are taken to have equal engagement across them all.

We ensure our schools come together to celebrate Mass, with the highlight of the year being the annual celebrations on feast days.

We also come together as a Trust for carol services at St Mary's Cathedral in Middlesbrough during Advent.

Our schools serve the following parishes:

Brotton, St Anthony of Padua
Guisborough, St Paulinus
Ingleby Barwick, St Thérèse of Lisieux
Loftus, St Joseph and Cuthbert
Marske-by-the-Sea, St Bede
Middlesbrough, Corpus Christi
Middlesbrough, Holy Name
Middlesbrough, St Clare of Assisi
Middlesbrough, St Francis of Assisi
Middlesbrough, St Joseph
Middlesbrough, St Mary's Cathedral
Middlesbrough, St Patrick (Sacred Heart)
Middlesbrough, St Thomas More
North Ormesby, St Alphonsus
Nunthorpe, St Bernadette
Ormesby, St Gabriel
Redcar, Blessed Nicholas Postgate (Sacred Heart & St Augustine)
Saltburn, Our Lady of Lourdes
Staithes, Our Lady Star of the Sea
Teesville, St Andrew's Parish
Thirsk, All Saints
Thornaby, Christ The King
Thornaby, St Patrick
Yarm, St Mary and Romauld

Employee Benefits and Wellbeing



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our colleagues.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme
- Corporate offers at the five-star Rockliffe Hall Hotel, Golf and Spa in County Durham

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

Training, Development and Progression



We offer a comprehensive training package that caters for all staff from future Initial Teacher Training pupils through to chief executive officer, as well as non-teaching staff.

This is delivered via our partnerships with national continuous professional development (CPD) trainers such as the Ambition Institute.

Our evolving team of standards advisers support school leaders in providing individually tailored coaching and mentoring.

We also offer a range of appropriate courses for staff in a variety of roles, including business and school administrators, teaching assistants and pastoral support staff.

Early career teachers benefit from a comprehensive professional development programme delivered in collaboration with the Ambition Institute.

A combination of face to face and remote sessions involving online training videos and materials cover the range of competencies in the Early Career Framework.

Teachers with between two and four years' experience currently have access to the Accelerate Programme, a Department for Education sponsored development course covering key aspects of pedagogy.

Aspiring middle leaders and aspiring senior leaders engage in National Professional Qualification for Middle Leadership (NPQML) and National Professional Qualification for Senior Leadership (NPQSL) courses through Inspiring Leader.

Leaders currently in post engage with the Ambition Institute on, for example, Excellent Middle Leaders Courses or School Curriculum Leadership.

Aspiring headteachers undertake National Professional Qualification for Headship (NPQH) and existing headteachers can continue to progress through their National Professional Qualification for Executive Leadership (NPQEL) qualification.

Teaching assistants can benefit from full and comprehensive training courses delivered by our own St Clare's Catholic Primary Teaching School in Middlesbrough.

All staff can access training relevant to current needs, through partnerships with organisations such as the Research School's Network and Leeds Carnegie Centre of Excellence for Mental Health.

In addition to face to face sessions, staff at all levels can undertake accredited courses from Level 1 upwards covering bespoke topics specific to their roles, such as Understanding Autism and Managing Challenging Behaviour.

Central Services and business and administrative staff receive training on key aspects of their roles identified in conjunction with their team leaders.

Job Advert

Salary:	Grade E, Spinal Point 6-7 (Actual Salary £16,510 - £16,839)
Hours:	37 hours per week, Term Time Only
Contract Type:	Temporary Maternity Cover - 1 September to 31 December 2021
Location:	Sacred Heart Catholic Secondary School, Mersey Road, Redcar, TS10 1PJ

The Trust and Governors are seeking to appoint a suitably qualified and enthusiastic, highly motivated individual to join the staff of Sacred Heart. We are a caring Trust dedicated to academic excellence and the spiritual and moral development of all our pupils. Applications are welcome from non-Catholics.

The successful candidate will be a well-organised person with good communication skills who has experience of working in the role. The main duties of the post holder will be liaison with the Subject Leader and classroom practitioners to ensure that equipment is available and maintained to a high standard in support of teaching and learning, and the correct equipment is provided within the teaching areas for practical lessons and assessments. The successful candidate will be responsible for the maintenance cycle of the departmental equipment, stock management and maintaining an up to date asset register. Applicants must actively support the Catholic ethos of the School.

The successful candidate will have:

- Excellent interpersonal and time-keeping skills
- A passion for providing the best possible education for all students
- A commitment to maximising achievement through excellence in teaching and learning
- A strong commitment to the Catholic ethos of the School and the promotion of Christian values
- A commitment to continual improvement
- An eagerness to be involved with extracurricular activities in order to enhance the lives of the whole School community

Please refer to the enclosed job description and person specification for further details.

Closing date: Monday 28th June 2021, 9am

Interview: Week Commencing 5th July 2021

Application form and further information is available from:

<https://npcat.org.uk/current-vacancies/>

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Science Technician

Grade: E SCP 6-7

Reporting to: Subject Leader for Science

Responsible for: Facilitating the effective delivery of lessons for Science, Health and Social Care, Child's Play Learning and Development, and Psychology resulting in the students receiving the best possible Science education.

Purpose:

- To contribute to the distinctive nature of our Catholic Academy and help promote the Catholic ethos.
- To ensure the dignity of all members of the community is preserved.
- To provide high quality technical and administrative support for the Subject Leader and other teaching staff in Science, Health and Social Care, Child's Play Learning and Development, and Psychology.

Main/Duties responsibilities:

General

- To provide technical and administrative support to the Subject Leader for Science, and other teaching staff as required
- To prepare a range of materials and set up equipment, including special operations, for lessons, practical work, experiments, demonstrations and controlled assessments, as directed by teaching staff
- To set out and clear away materials and equipment, prepare visual aids as required by Academy teaching staff, and assist in the production of resource materials (including reprographics)
- To provide practical support and guidance for Academy staff in the use of materials, techniques, practices and processes and recommend solutions to technical problems encountered
- To provide technical support during lessons as requested by the teacher as co-ordinated by the Subject Leader

- To prepare, organise and store materials for lessons as required by the teaching staff
- To assist in the smooth running of the Science department
- To assist in the organisation and preparation of displays for Open Evenings and other events as directed by the Subject Leader

Environment

- To carry out a weekly check and maintenance of standard lab equipment
- To carry out the routine cleaning of equipment as and when required
- To work with staff to ensure a clean, safe and tidy working environment within the Science department
- To ensure the security of equipment at the end of class activities, breaks, etc. including gas mains being switched off and chemical cupboards being locked
- To carry out risk assessments of Science equipment and practical activities and ensure that all Health and Safety and CLEAPSS Regulations are met, and that they are shared with all relevant staff
- To maintain a clean and tidy dedicated preparation room
- To ensure that the Science store room is tidy and that equipment and materials are in their right place
- To be responsible for the safe storage of materials, equipment and the disposal of waste according to relevant regulations and procedures
- To coordinate with staff for the setting up of extra-curricular activities as necessary
- To be responsible for the care of biological specimens, including plants, for the purpose of scientific study
- To liaise with the Radiation Protection Supervisor regarding the control of radioactive substances

Support for Students

- Working under the instruction/guidance of the teacher;
- To demonstrate and provide hands-on practical student instruction in correct usage and application of Science equipment.

Management of Resources

- To source and purchase resources as agreed with the Subject Leader from available budgets, including the placing of orders and achieving the best prices with suppliers
- To research into materials for controlled assessments and other practical activities as agreed with the Subject Leader

- To perform day to day maintenance, ensuring the safe usage, inspection, operation, cleaning and minor repairs of practical equipment
- To keep up to date records associated with safety checks and maintenance for equipment owned by the Academy
- To arrange for specialist maintenance and testing of departmental equipment with the agreement of the Subject Leader, liaising with the Facilities Management Provider as and when required
- To monitor and record levels of stock, including the upkeep of a current chemical database, and inform the Subject Leader when further supplies of materials and / or equipment are required.
- To maintain an up to date record of assets for the Science department and provide stock and asset information to the Academy Business Manager as required for audit purposes
- To check goods delivered against orders and store appropriately
- To utilise academy and department resources in a cost effective manner in support of student learning

Quality Assurance

- To help implement Academy quality procedures and to adhere to those
- To attend and/or provide information regarding technical support for regular departmental meetings in order to liaise with staff regarding maintenance, use and availability of equipment
- To seek / implement modification and improvement of systems and equipment when and where required

Communications

- To work with staff to help develop and demonstrate new practical activities.
- To recognise own strengths and areas of expertise and use these to advise and support others
- To develop constructive relationships with staff, other agencies and professionals
- To communicate effectively with the parents of students as appropriate
- To contribute positively to the development of an effective team ethos
- To communicate and cooperate with outside agencies

Marketing and Liaison

- To contribute to the Academy's liaison and marketing activities, e.g. the collection of materials for press releases/Heart to Heart/website etc.
- To make a positive contribution to the marketing of the Academy and its facilities

Pastoral System

- To comply with and assist with the procedures relating to safeguarding, confidentiality and data protection
- To support and participate fully in the Academy's house system, and contribute to whole school activities, e.g. House challenges, competitions, etc.

Professional Development

- To have a flexible approach, and be willing to develop new skills when required to support the introduction of new technologies to the department or whole academy.
- To follow a mutually agreed programme of continuing professional development both scientifically and pedagogically
- To take an active part in appraising own work against agreed priorities and targets in accordance with the Academy's performance management and supervision arrangements


Other

- To carry out such duties as may be reasonably directed by the Subject Leader for Science, Headteacher/Deputy/Assistant Head
- To actively promote the Every Child Matters agenda

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.



PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Criteria	Essential		Desirable	
Qualifications and Education	E1	Educated to GCSE standard at Grade A* - C for a minimum of 5 GCSEs including Maths and Science, or equivalent	D1 D2 D3	A Level in Biology, Chemistry or Physics COSHH/CLEAPSS/H&S Certificates Current First Aid Qualification or willingness to undertake training
Experience and Knowledge	E2 E3 E4 E5	Experience of working with chemicals and scientific equipment Knowledge of COSHH regulations Good understanding of health and safety procedures Understanding and knowledge of areas of learning, eg, literacy, numeracy, science and SEN	D4 D5	Experience of working in a school environment Proven experience in a similar role
Professional Development	E6	Desire to enhance and develop skills and knowledge through CPD		
Skills	E7 E8 E9 E10 E11	Experience of working successfully and co-operatively as a member of a team Excellent ICT skills for learning and administrative requirements Ability to maintain electronic and paper-based records of information Ability to work under pressure and to strict deadlines Good attention to detail	D6	Work using own initiative

	E12	High standard of interpersonal and oral/written communication skills		
Personal Attributes	E13	Excellent time management and organisational skills	D7	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E14	Recognition of the importance of personal responsibility for health and safety		
	E15	Ability to present as a role model to students in speech, dress, behaviour and attitude		
	E16	Ability to work flexibly and respond to developing needs		
	E17	Reliability and integrity		
Special Requirements	E18	An understanding of safeguarding and child protection requirements	D8	Practising Catholic
	E19	An understanding of the Catholic ethos of NPCAT		



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form**, a **Recruitment Monitoring Form**, **Rehabilitation of Offenders Form** & **Consent to Obtain References Form** to: recruitment@sacredheart.npcat.org.uk

Role Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact the school on 01642 487100.

Thank you for your interest in NPCAT. We look forward to receiving your application.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

