



Senior Science Technician Application Pack



Head Teachers Welcome

Dear Applicant,

Thank you for your interest in this post. I hope that you will find our information useful and that you will decide to apply for the post. Hodge Hill College is a dynamic and innovative place to work. It has undergone massive improvements in the last six years during which time our exam results have increased significantly year-on-year and our campus has been transformed. We are a happy, confident school with a track record of innovation. In October 2021, OFSTED endorsed our view that we are a good school. We believe that our potential is far greater and continue to strive to reach this goal.

GCSE results have increased significantly, with a strong performance in all curriculum areas leading to high A8 and P8 scores. If your application were to be successful, you would be joining a creative, professional environment and a team with a strong sense of purpose and commitment to ensure all our pupils achieve. As a new colleague, you can look forward to a strong support network to help you progress in your career.

We want to recruit dedicated, dynamic, committed people, who will help us further improve outcomes for all our pupils. So, if this brief snapshot of the school appeals, and if you think you have what it takes to work with us, we look forward to receiving your completed application form.

If you have not received an invitation to interview within two weeks of the advertised closing date, please assume that an appointment has been made.

Yours faithfully,

Hannah Herrmann

Headteacher

Grade 3 – Senior Science Technician

Safeguarding Statement

Hodge Hill College 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 candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.

Post Title:	Senior Technician (Science)
Responsible to:	Head of Science
Responsible for:	Science Technician
Working Time:	36.5 hours per week, term time only
Contract	Permanent
Salary	Grade 3 (£23,194- £29,493) Grade 3 Actual Salary - £20,277 - £25,736

1. Job Purpose

- To support teaching staff in the development and education of children including the provision of specialist technical skills and knowledge at an advanced level across a range of disciplines within the Science faculty
- To support teaching staff in the development and education of children including taking management responsibilities for other technicians within the Science Faculty

2. Key Responsibilities

Advanced Practitioner (Science)

- To undertake the duties of a technician level 3 and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision.
- Use specialist technical skills to meet the educational needs of learners.
- Contribute to the assessment of the needs of learners' practical needs within the specialist area.
- Lead for whole school in a designated technical area and share expertise and skills with others.
- To take part in the School's Performance Management process and access CPD.

Management Role

- In addition to the duties normally expected of a level 3 technician, this role will encompass the day-to-day management of technicians within the Science Faculty.
- Contribute to the development and implementation of policies relating to technicians within the Science Faculty
- Line-manage individuals and teams of technical staff including responsibility for staff development.
- Be involved in the process for the recruitment of technicians within the Science Faculty
- In consultation with Heads of Science, assist in the development and monitoring of relevant plans and procedures to support the implementation of the curriculum and school targets.
- Manage the use of resources to meet the needs of the school.
 - Develop and monitor the relevant budget and liaise with the responsible officer as appropriate.
 - Undertake the deployment of technical staff in line with the school policy.
 - Ensure physical resources are managed to best value and liaise with relevant personnel.
- Ensure that the training & development needs of staff are assessed and met in conjunction with school policy.
- To undertake appropriate professional development including adhering to the principle of performance management.

General

- Where appropriate determine, implement and monitor health and safety risk control measures with statutory guidelines.
- Research and assist with the implementation of new technical processes as required for a changing curriculum in conjunction with the relevant Head of Science.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
 - To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Level of Supervision

- ~~• Regularly supervised with work checked by supervisor~~
- ~~• Left to work within established guidelines subject to scrutiny by supervisor~~
- Plan own work to ensure the meeting of defined objectives

Professional Development

Attend and participate in training and staff development programmes as per the school's continued professional development programme

Other Duties

To ensure all tasks are conducted under a professional standard and adhering to the departments operational standards:

- To promote the agreed vision and aims of the school
To set an example of personal integrity and professionalism
- Be aware of and adhere to school policies and procedures as set out in the staff handbook and other documentation available, including safeguarding and child protection, Health & Safety, Staff code of conduct, data protection etc. Reporting any concerns to an appropriate person.
- Appreciate and support the role of other professionals
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- To adhere to the ethos of the school
- Any other reasonable tasks commensurate with the role
- This post is one of continuous development and the post holder will be encouraged to develop skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.
- Be committed and part of the 'school wide' team by ensuring you are available at changeover duties

Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development needs of the member of staff

Signed: (Line Manager)

Date:

Signed: (Job Holder)

Date:

It is the school's usual practice to review support staff job descriptions every 12 months as part of the Performance Management Process. This timeframe is for guidance only.

All offers of appointment are subject to:

1. A satisfactory enhanced Disclosure and Barring Service Check
(For those who will be engaging in regulated activity, with barred list information)
2. Two Satisfactory References. One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
3. Verification of identity
4. Verification of right to work in the UK
5. Verification of mental and physical fitness to carry out work responsibilities
6. Any additional checks needed for time spent living or working overseas
7. Qualification checks as outline on your application form
8. A check that you are not subject to a prohibition order issued by the secretary of state
(For teachers only)

Grade 3 – Senior Science Technician Person Specification

Specification	Detail	Examples
Knowledge, Qualifications and Experience	Knowledge and Experience	<ul style="list-style-type: none"> Some knowledge of the main Health & Safety regulations, and how they apply in a school environment Some knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools An interest in Science and supporting pupils' learning
	Qualifications	<ul style="list-style-type: none"> 5 GCSE's at Grade C (or equivalent) or including Maths, English and one Science subject.
	Knowledge of Relevant Policies and Procedures	<ul style="list-style-type: none"> Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment Knowledge of Health and Safety
Skills and Abilities		<ul style="list-style-type: none"> Ability to work in an organised and methodical manner Ability to work effectively and supportively as a member of the school team Ability to undertake a range of practical tasks Ability to carry out routine maintenance of equipment Ability to identify work priorities, within parameters, whilst ensuring that lower priority work is kept up to date Ability to contribute to the maintenance of accurate work records and inventories Ability to establish positive relationships with pupils, including those with special educational needs Good numeracy and literacy skills
Working With Others	Working With Partners	<ul style="list-style-type: none"> Ability to make a proactive contribution to the work of the team
	Relationships	<ul style="list-style-type: none"> Ability to establish rapport and respectful and trusting relationships
	Team Work	<ul style="list-style-type: none"> Ability to work effectively with a range of adults and pupils. Ability to make distinctive contribution to the work of the team. Ability to work in a team.
Responsibilities	Organisational Skills	<ul style="list-style-type: none"> Excellent organisational skills Ability to remain calm under pressure
	Time Management	<ul style="list-style-type: none"> Ability to plan and manage own time effectively
	Creativity	<ul style="list-style-type: none"> Demonstrate a creative approach to supporting Children and staff and an ability to resolve problems independently
General	Equalities	<ul style="list-style-type: none"> Awareness of and promotion of equality
	Health & Safety	<ul style="list-style-type: none"> Understanding of Health & Safety legislation and procedures relating to specialist area. Ability to advise others.
	Child Protection	<ul style="list-style-type: none"> Understand and support child protection procedures
	Confidentiality/Data Protection	<ul style="list-style-type: none"> Understand procedures and legislation relating to confidentiality/Data Protection including GDPR
	CPD	<ul style="list-style-type: none"> Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance.