



Science Technician

Scale 2 / Scale 3 dependent upon experience

Actual salary in range £13,183-£13,716

32½ hrs a week, 8.45am-3.45pm

Term time only from 1 September 2020



NEWPORT GIRLS' HIGH SCHOOL

An outstanding grammar school for girls

IN OMNIBUS FIDELIS

Welcome from the Headteacher

Thank you for downloading information about the post of Science Technician for September 2020 which becomes available on the retirement of a long-standing colleague. I am pleased to provide an introduction to NGHS and this post. This job is a unique opportunity to join and contribute to the ongoing success of an outstanding selective girls school and the 2020 West Midlands Secondary School of the Year. At NGHS, teachers can teach without being concerned about unruly discipline. This reward is offset against the challenge of inquisitive girls who want to learn and who politely question to further their own knowledge.

I joined NGHS as Head in January 2018 and consider it a true privilege to lead our wonderful school, which focuses not only on ensuring students achieve their best, but also on providing opportunities to excel outside the classroom. Each week's diary is full of opportunity and the weekly school newsletter, 'Newport News' (available on our website) will give you a flavour of the sorts of projects that our students and staff are involved in. From a plethora of trips to local and far-flung destinations to participation in the Duke of Edinburgh Awards Scheme to maths challenges at local, regional and national level and sporting achievements galore, there is a clear desire among students and staff to work hard and to make the most of every opportunity offered to the School.

Our new school building opened in 2018 as a result of our fundraising campaign 'inspiring minds'. Thanks to donations from families of NGHS students and an academies fund bid, our sixth formers now have state-of-the-art building and space to work. With an additional six classrooms, reception and office space, the school can breathe again, having been crammed into a building which we had long outgrown. Students from all years benefit from this. NGHS is due to expand further in 2021 with a fourth form of entry and a classroom block and new dining hall will be built.

Professionally, staff are supported and led by talented middle leaders and there is a strong sense of community in the staff room with social events planned throughout the year. **Support staff are equally as part of the team as teaching staff at NGHS!** The small SLT have an open-door policy and welcome staff views on areas for development across the school. Wellbeing and workload are taken very seriously at NGHS and I have developed a Wellbeing Charter which you will find in this pack. In addition, colleagues worked together last year to review the

marking and assessment policy and their collective decisions successfully revised our new, much-improved policy. As a small school, there is a real sense of everyone working together when it comes to organising events and supporting house competitions. Our house system is a key feature of our school and fierce (but also friendly!) rivalry is seen at house competitions. Regular attendance monitoring leads to rewards for forms with the greatest number of students hitting our ambitious attendance target of 97%. Support staff are encouraged to get involved in the wider life of the school, too.

Our curriculum is unashamedly academic with a three year KS4 programme. This means that there is time to enjoy learning at KS4 and not to be examination focussed at all times. In our Sixth Form, we offer a range of facilitating and practical subjects and our results demonstrate the commitment of both students and staff to enabling girls to achieve their full potential. Students from other schools join NGHS in Year 12 and thrive. Alongside the academic life of the school is a well resourced pastoral provision. A recent, well-represented parental survey demonstrated that 100% of parents feel that their child is safe at NGHS and our dedicated pastoral and safeguarding teams ensure that students' emotional wellbeing is at the forefront of all that we do at NGHS.

Ofsted visited NGHS in October 2019 under the new framework. The school was judged to remain outstanding (in spite of the KS4 curriculum described above) and inspectors reported correctly on the buzz for learning which exudes at NGHS and the students' views that NGHS is like a large family. You can read the report on our website, and I would encourage you to do so as the inspection team (which included a Senior HMI for the Midlands) managed to capture a lot about the school in the short time they were here.

This information pack will hopefully equip you with the resources necessary to make a decision about applying for this post. I sincerely hope that you will apply. I know how much time it takes to complete an application and thank you in advance for ensuring that it is with us by the deadline.



With very best wishes

Michael J Scott
Headteacher
March 2020

Faculty Information

Head of Faculty: Dr S Catalan (Head of Science, Physics)

The Science faculty comprises seven experienced and talented teachers, an unflappable Senior Technician and this additional Science Technician post. There are two full time physicists including the Head of Faculty, two 0.8 FTE biologists, three chemists, one of whom is 0.6FTE and one who teaches GCSE biology, too. The faculty has a suite of five laboratories, four of which have been refurbished in the past few years (careful timetabling ensures few lessons are taught outside a laboratory) and the school has been successful in getting a Selective Schools Expansion Bid which will include the conversion of another classroom to a laboratory hopefully for Autumn 2021.

In Year 7, girls enjoy 3 hours of science, often taught by the same teacher, with a rough split across Physics, Chemistry and Biology. Students join NGHS with a variety of experiences at KS2 and, as you might expect, there is an emphasis on safe laboratory practice as well as a number of experiments to instil excitement and curiosity in science. All Year 7 students take part in a science curriculum visit in Curriculum Enrichment Week.

From Year 8, discrete sciences are taught by specialist teachers; one hour per science per week. Lessons focus on the learning of facts as well as the solving of problems, under the 'How Science Works' element of the curriculum as well as the ongoing development of confidence in the subject. Opportunities to take part in the Salters Chemistry competition occur in Year 8.

At KS4, AQA Physics, Chemistry and Biology are studied by all students in mixed ability groups (within a selective school context). An overview of the course and the spread of topics can be found on the Science faculty page of school website (under Academic section).

Around 70% of students continue to study at least one science subject at A-level. There are usually two biology and chemistry classes and one physics class. AQA is the syllabus of choice for all science disciplines and the department enriches learning with visits to scientific places of interest as well as maintaining excellent links with the University of Birmingham's regular Chemistry Lectures programme. Our physicists also visit Jodrell Bank annually.

In 2019, science results were outstanding. 84% of girls scored GCSE grades 7-9 (A*-A) in Physics (with 42% scoring Grade 9(!)), 81% achieved this in Biology and 73% in Chemistry. At A-level, 81% of physicists scored A*C, 76% of biologists and 71% of chemists. Value added scores at GCSE were exceptionally positive.

All science staff work closely with the technicians to plan and organise experiments and resources for lessons. This is all planned in advance and the successful candidate will be joining a welcoming, professional body of staff who like to teach exciting lessons to dedicated, hard-working girls, who very rarely present any behaviour issues.

The faculty looks forward to welcoming a new member of staff to their team.



Job Description - Science Technician

DUTIES & RESPONSIBILITIES

- ⇒ To ensure that the preparation rooms and labs are clean and well organised at all times.
- ⇒ To liaise proactively with the Senior Science Laboratory Technician to ensure daily preparation requirements are fully understood and met.
- ⇒ To develop an understanding of the Science curriculum and what resources are required.
- ⇒ To assist the teaching staff in the setting up of practical sessions and demonstrations, including computer and audio visual equipment in accordance with teaching staff requests.
- ⇒ To clear up after lessons to include the washing of used glassware, cleaning of benches and sinks and ensuring that materials and apparatus are returned to their correct place.
- ⇒ To maintain, construct and modify apparatus and equipment in a clean and safe condition;
- ⇒ To carry out safety checks including on electrical equipment, fume cupboards, spills kits, the condition of Bunsen burner and tubing, eye protection, glassware and chemicals that deteriorate.
- ⇒ To maintain tidy organised storage and labelling of apparatus and equipment.
- ⇒ To repair, as far as reasonably possible, any faulty or damaged equipment.
- ⇒ To undertake a resource management/stock control including chemicals and order replacement equipment as necessary.
- ⇒ To purchase teaching materials for lessons, such as seeds, household chemicals or animal parts.
- ⇒ To undertake requisitioning and receipt of supplies and equipment.
- ⇒ To maintain stores of departmental textbooks and store any which are not in current use.
- ⇒ To ensure stationery is available in each lab.
- ⇒ To support with paperwork including photocopying teaching materials and examination papers as requested.
- ⇒ To maintain display areas and change posters as requested
- ⇒ To check and record the condition of utilities. Advise the Facilities Manager of any necessary work and check that the work is carried out.
- ⇒ To attend trips and visits where required.
- ⇒ To actively seek opportunities for professional development and attend and undergo suitable training.
- ⇒ To deal quickly and calmly with any emergencies.

PROVISION OF COVER

- ⇒ To provide cover for absent colleagues as a member of the support staff team for approx. 1-2 hours on average per day. (Girls usually work in silence and complete all the work set, and more).

PROFESSIONAL STANDARDS

- ⇒ To undertake statutory safeguarding training;
- ⇒ To be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- ⇒ To be a role model to students through personal presentation and professional conduct.
- ⇒ To co-operate with the Headteacher in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- ⇒ To be familiar with the School and Department handbooks and support all the School's policies.
- ⇒ To ensure your working environment is kept tidy and confidential information is safeguarded at all times;
- ⇒ To be aware of and support difference and promote equal opportunities for all;
- ⇒ To contribute to the overall ethos/work/aims of the school;
- ⇒ To appreciate and support the role of other professionals;
- ⇒ To participate in training and other learning activities and performance development as required.
- ⇒ To establish effective working relationships with professional colleagues and associate staff.
- ⇒ To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
- ⇒ To undertake any reasonable task as directed by the Headteacher.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Person Specification

Area of interest	Essential	Desirable
Qualifications	i. GCSE in English, Maths and Science or equivalent	ii. A-levels / Degree in science discipline iii. First aid qualification
Experience	i. Working in a laboratory or similar environment ii. Working as part of a team in a busy environment iii. Working on his/her own initiative	iv. Experience of working in the education sector v. Pastoral experience in a setting working with young people (school, church, Guides, youth club etc.)
Knowledge and skills	i. A responsible and conscientious approach, especially with regard to health and safety ii. Knowledge of appropriate use of laboratory equipment (including handling chemicals safely) iii. Good numeracy & literacy skills iv. Basic IT skills v. How to work under pressure and multi-task	vi. Current national child protection and safeguarding policies (e.g. Keeping Children Safe in Education)
Personal and Professional Qualities	i. Belief in sustaining high standards of excellence ii. Ability to prioritise, plan, organise well and work as part of team to achieve objectives iii. Empathy with the girls at NGHS iv. High standards in dress, attendance and punctuality v. Suitability to work with children and satisfactory Enhanced Disclosure with the DBS. vi. Sense of Humour!	vii. Knowledge of issues facing girls in a single-sex, high achieving environment

Application Process

Please complete the application form and a covering letter addressed to Mr M J Scott, Headteacher which should not exceed two sides of A4.

Applications may be submitted via email to jobs@nghs.org.uk or by post. NGHS is committed to safeguarding and promoting the welfare of young people in our care. We expect all staff to share this commitment. The successful applicant's appointment will be subject to satisfactory pre-employment clearances including a Disclosure and Barring Service check. In line with safer recruitment practices, if the successful applicant has worked abroad, a certificate of good conduct will be requested at the point of provisional offer. All applicants are expected to include two referees; one of whom should be their current or last Headteacher (if not working in a school at this time). The School reserves the right to request a reference from **any** previous employer.

The supporting statement should address your particular strengths and how your experience to date has prepared you for this particular role. Please use the person specification above.

The closing date for applications is 9.00am on Wednesday 22 April.
Shortlisted candidates will be contacted shortly after this date.
Please note school is closed from 3rd-19th April 2020 for the Easter break.

Staff Wellbeing & Support: 'The Little Things'

Working in a school is immensely rewarding, but places huge demands on our time and work-life balance. At NGHS, I am committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. I am therefore working with SLT and governors on a charter of commitments to help ensure colleagues are fit, well and content at work. These are listed below; new ideas are always welcome. Colleagues are always encouraged to talk through issues with someone they trust and my door is always open. M Scott, July 2019



Complementary tea, coffee, sugar and milk in the staffroom



Staff social evening each term - let your hair down and relax



A buddy for new staff who join NGHS for their first year



A flexible and generous approach to family appointments, children's events, nativities, sports days etc.



An annual flu jab for all staff available upon request each winter



Complementary Christmas Dinner for all staff each year



Calendared wellbeing weeks with no evening meetings/events



Staff 'sport for fun' sessions - come along and get involved and stay fit



Deadlines well publicised and annual calendar consultation



Opportunities for career development always considered



No student or class data collected for data's sake



Measured approach to lesson observation, drop-ins and good practice weeks



Dedicated marking afternoon for all staff during internal exam week



Staff marking & workload group to guide and develop policy



Childcare vouchers scheme for those who have children in regular day care



Communications policy which protects time outside of school day



Counselling service free to all staff both in-house and externally



On-site free parking



Greater PPA time than national and no mainstream cover



SLT Open Door Policy at all times including urgent email for non-school days



Dedicated classroom wherever possible for all teaching staff



Cake, laughter & friendship in the staffroom

Rehabilitation of Offenders Act 1974

The work for which you are applying will have regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to declare any convictions, cautions, bind-overs, or prosecutions pending you may have, even if they would otherwise be regarded as 'spent' under this Act. These details should be enclosed in a separate, sealed envelope marked 'confidential' – for the attention of the Chairperson of the appointing body. The envelope should state clearly the name of the school and the work for which you are applying and be returned with your application form.

The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The Authority is entitled, under arrangements introduced for the protection of children, to check with the Disclosure and Barring Service for the existence and content of any criminal record of the successful applicant prior to the confirmation of appointment.

Therefore, successful applicants will be required to complete a disclosure form to enable a check to be undertaken. Failure to consent to this could prevent the application being considered further. This check involves details being obtained of convictions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974, cautions held at national level and may also include non-conviction information. You will receive the results of the check from the Disclosure and Barring Service, who will also forward a copy to the Authority. Information received from the DBS will be kept in strict confidence and will be destroyed in accordance with guidelines laid down by the DBS.

The disclosure of a criminal record will not necessarily bar you from appointment, unless the Authority considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed, and any factors which may be relevant.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in dismissal or disciplinary action if the discrepancy comes to light.

Under the Criminal Justice and Court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply or accept or do any work in a 'regulated position', such as the post you are applying for.

Equal Opportunities Policy

NGHS is an Equal Opportunities Employer.

The School's Equal Opportunities Policy states that it will give equal treatment to all persons within its organisation regardless of sex, marital status, race, colour, nationality, national origin, ethnic origin, sexual orientation, disability, age and not allow any individual to be disadvantaged by any other condition which cannot be shown as justifiable.

Health

Appointment to the post will also be subject to a satisfactory health record. A medical examination may be required by the School.





For more information about the post, please contact

Mr M J Scott, Headteacher

Tel: 01952 797550

headteacher@nghs.org.uk



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