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Hazel Wood High School

Senior Science Technician

**JOB ADVERT**

Dates: Apply as soon as possible or by the final deadline of 12 noon, 1st November 2019

Salary: Grade 7 – 37 hours a week – Term Time + 10 days

Start date: As soon as possible

Contract type: Full-time; suitable for experienced support staff

Contract term: Permanent

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**Hazel Wood High wishes to appoint a well-qualified, hardworking and enthusiastic** **Senior Science Technician, capable of making a strong contribution to our rapidly improving school. We are passionate about delivering a high quality and engaging educational experience and this is a great opportunity to join a dedicated and hardworking school where you will be supported to develop your practice.**

We believe that Hazel Wood High is a great place to work. This post offers you the opportunity to work in/with:

* A school with a strong will and determination to continue to improve
* A school that has high expectations of all who work here
* A school that places teaching and learning at the heart of school improvement
* A school that is driven by strong values, invests in its staff and students and has a high
* regard for their welfare
* A supportive and cooperative teaching staff who are committed to their roles
* A school that works effectively with all stakeholders
* A caring school where you can make a real difference to the lives of young people

You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond

Employees of Hazel Wood High have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Appointment is subject to a satisfactory enhanced disclosure from the Criminal Records Bureau and references.

Applicants are asked to complete the application form and write a letter, which responds to the person specification, which tells us about your experience and skills relevant to the post and stating why they feel they would be suitable for the position; this must include how candidates meet all essential aspects of the person specification.

Please do not send CV’s. Completed applications and supporting letters should be returned by email to the HR department at [recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk). We would welcome applications as soon as possible, the final deadline is 1st November 2019, however applications that arrive earlier than this date will be considered as and when we receive them.



Letter of welcome from Elaine Parkinson CEO, Executive Headteacher and NLE

Dear Applicant,

Thank you for your interest in a post at Hazel Wood High. I would like to give you some information about the school and the Oak Learning Partnership.

Hazel Wood High (previously Broad Oak Sports College) was placed in a category last year and has recently had an Ofsted monitoring visit, which found that leaders and managers are taking effective action towards the removal of special measures. We are very proud of the progress the school has made and see this post as pivotal in succeeding on the next stage of our journey. We are looking for a colleague who will share our passion to provide the very best education and care for our wonderful pupils.

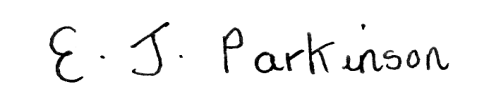
As a result of the Ofsted inspection last year the school was designated to be a sponsored school as part of an academy. The decision was made for Hazel Wood High to join the Oak Learning Partnership. The trust formed on 1st April and includes three schools: Elms Bank (a secondary special school), Unsworth Primary School and Hazel Wood. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school. I am very proud that the trust has been chosen to sponsor Hazel Wood High and know with the dedicated teams we have across all three schools we will as a partnership make the difference needed at Hazel Wood.

The Oak Learning Partnership has firm values focused on inclusion and giving every pupil the opportunity to make the very best progress. We recognise that some pupils will have additional challenges and it is our firm belief that as professionals we should work with all young people to ensure that they receive the very best education in order to live happy and successful lives once they leave school. We are looking for a member of staff who wants to make a difference and a professional who will go above and beyond to ensure that this happens. In return you will work with a dedicated staff team both within the school and also in the wider trust. You will also be able to contribute to developments beyond Hazel Wood High and take advantage of working within a trust, which is also part of a teaching school.

If you want to join us and know you can make an impact on our pupils, we would welcome your application. We welcome you visiting Hazel Wood High and if you wish to do so please contact Mr Paul Greenhalgh, Headteacher at the school.

I wish you every success with your application.

Best Wishes



Elaine Parkinson

Executive Headteacher and CEO of the Oak Learning Partnership.

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Letter of welcome from Paul Greenhalgh - Headteacher

Dear Applicant,

I became Headteacher of Broad Oak Sports College now, Hazel Wood High School in April 2018 and over the last 18 months I have overseen a necessary period of considerable change. The school has always enjoyed a good reputation for being a caring and inclusive school, and is highly regarded by its local community. To this long-standing emphasis on pupil care we have added a renewed focus on high quality teaching and learning, with the aim of achieving excellent outcomes for all students.

We have made a big effort to raise the expectations of teachers of what is possible for our students. Every student is challenged to achieve outcomes in line with the top 20% of students nationally who have the same starting points. It is tough challenge to raise school performance but we are determined not to settle for mediocrity. We believe that all our students deserve the very best that we can provide.

We have done a lot of work to review and adjust our curriculum and how it is assessed but we know that this needs to continue and go further. Our in-house teaching and learning team are working hard to raise the quality of what is happening at classroom level by inspiring and supporting colleagues and ensuring best practice is shared and embedded. Considerable progress has been made.

An important part of this drive has involved changing the expectations and aspirations of students. We want them to aim high in all things and to be confident that they can succeed. Our expectations around behaviour and attitude to learning are rigorous and clearly communicated. We expect active engagement in the classroom and work hard so students understand what this means in practice. Our teachers are committed to continually improving their practice such that all our pupils are included in this.

The cumulative impact of all this work was recognised at our recent Ofsted Monitoring visit. Attainment and progress indicators at Key Stage 4 are improving; student numbers are healthy across all year groups, attendance levels have dramatically improved and exclusions are falling. After some significant restructuring we are as financially secure as anyone can be at the present time. We are proud of what we have done so far, but we know we have plenty more to do.

We are excited to be joining the Oak Learning Partnership as a sponsored Academy on 1st April 2019 and this appointment forms a key element in the next phase of our transformation. If you feel excited by what we are doing here at Hazel Wood High then we would like to hear more about you

Visits to the school prior to application are both welcomed and encouraged. Please contact Mrs Jane Holmes (PA to the Headteacher) 0161 797 6543 or by e-mail [j.holmes@hazelwoodhigh.co.uk](mailto:j.holmes@hazelwoodhigh.co.uk) to arrange an appointment.

I hope that when you have read the information enclosed that you will be encouraged to apply for the post. We look forward to receiving your application.

Paul Greenhalgh

Headteacher

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Our Vision

**Fostering a sense of pride and community and providing**

**opportunity for all to excel.**

Our Values

**RESPECT**

To be a role model to others and demonstrate positive interactions with all

To use good manners, treating others how we wish to be treated

To engage with others and to be considerate and kind

To be prepared and organised

To listen to others

**RESPONSIBIITY**

To provide consistency of procedures, policies and professional behaviours

To ensure the safety and wellbeing of all at Hazel Wood High School

To engage, enthuse and inspire our learners thorough the whole school Journey

To be inclusive by understanding the whole child and their needs

To promote the ethos of the school within the wider community

**ASPIRATION**

To demonstrate a ‘can do’ attitude

See every challenge as an opportunity to shine

To work with integrity in order to be a good role model

To reflect on our practice and seek to improve as a life-long learner

To create a safe environment so that we are not afraid to try

**About Hazel Wood High School.**

Hazel Wood High School opened on the 2nd September 2019 as a sponsored Academy as part of Oak Learning Partnership, the school was formerly known as Broad Oak Sports college. Our new school launched following significant improvement works and it is a school we are very proud of.

Hazel Wood High School is a smaller than average secondary school with 650 students currently on roll and standard intake number of 650 that we hope to grow to 720 by the end of the Academic Year 2022. Pupil numbers are rising and our current Year 7 is above capacity and is oversubscribed.

Hazel Wood High School retains its position at the heart of its local community and many families have sent all of their children to the school which contributes to the strong relationships we have with our parent body. We have good relationships with our local primary partners and take our students from over 22 different primary schools.

We currently have 38 teaching staff all of which are specialists in their teaching areas ably supported by 26 members of support staff. Staff are committed not only to providing a safe and stimulating classroom and learning environment but also to providing opportunities that enrich the lives of our students.

We place great emphasis on an engaging curriculum and we are very proud of our unique Year 7 transition model that aims to ensure a smooth, positive and exciting experience throughout the transition year both academically and pastorally.

Our central values of Respect, Responsibility and Aspiration permeate everything we do and we would encourage you to come into school to have a look around and talk with our staff at any time.

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**JOB DESCRIPTION**

**Senior Science Technician**

**Normal place of work:** Hazel Wood, although you may be required to work at any other school within the Trust

**Responsible to:** Director of Science

**Responsible for:** N/A

**Hours of work:** 37 hours per week, term time + 10 days

**Salary:** Grade 7, SCP 7 – 11 (£19,554 to £21,166 per annum)

**SPECIAL CONDITIONS OF SERVICE**

* Annual leave to be taken in school closure periods
* Attendance at evening meetings may be required
* Be prepared to offer flexibility in hours
* An excellent working knowledge of CLEAPSS procedures is essential
* Previous experience of working in a laboratory/Science Preparation Room is essential
* Previous experience of working in a school is essential
* The Senior Science Technician will be expected to undertake first-aid training and be a first-aider at the school

**Job Purpose**

**KEY RESPONSIBILITIES**

* Under the overall control of the teacher to coordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the faculty
* To be proactive in keeping updated on all new legislation and developments re CLEAPSS
* To ensure and promote the maintenance of a healthy and safe working environment
* Actively contributing to the assessment, monitoring and review of health and safety procedures
* Keeping up to date with current procedures and practices through continuing professional development
* Providing technical advice and support on health and safety issues to teaching staff and students
* Ensuring safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
* Ensuring healthy and safe storage and accessibility of equipment and materials

**DUTIES TO BE CARRIED OUT**

* Preparation of resources and assembling apparatus for practical’s
* Giving practical and technical advice to teachers and students
* Carrying out risk assessments for all practical activities
* Assisting in practical sessions within the classroom and carrying out demonstrations where appropriate
* Keeping up to date with health and safety requirements and with developments in practical science (by attending relevant training courses/meetings and reading publications etc.)
* Giving health and safety advice to teaching staff and students
* Disposal of waste materials
* Checking fume cupboards, pressure vessels and first-aid kits
* Carrying out electrical and other safety checks
* Organising, storing and checking the condition of chemicals and equipment
* Attending, and playing a part in, faculty meetings where appropriate
* Designing, constructing and modifying apparatus for the purpose of demonstrations, student/based experiments and Required Practical’s
* Setting up and caring for plant and animal collections
* Preparing standard solutions etc, purifying chemicals, disposal of and treating waste
* To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to teachers and students on the practical aspects of the curriculum.
* To support teachers in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers for ‘best value purchase’ in line with school procedure. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels.
* To keep up-to-date records of stock including periodic audits when required, and where appropriate, and to accurately maintain legal records regarding key substances and equipment.
* To report items of disrepair to the Director of faculty in order to discuss potential ways forward re replacement or making good
* To ensure that the routine and periodic
* checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
* Checking and ordering stock and maintaining detailed and accurate records as per ‘key responsibilities’
* Collecting, checking and returning equipment to stores
* General laboratory cleaning of bench surfaces and fixed equipment
* General cleaning and repair of equipment
* Maintaining and updating resources in line with curriculum developments
* Assisting with developing the job description of, and line managing, any future science technicians - providing appropriate CPD, supporting them and monitoring their performance

**Other duties:**

* Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
* To work flexibly to meet the changing needs of the Trust
* Attend events or meetings out of normal working hours as required
* Undertake other tasks as reasonably requested
* Follow school ethos and values of respect, responsibility and aspiration
* To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures

**PERSON SPECIFICATION**

1. **Educational and Training**

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| --- | --- | --- | --- |
|  | Criteria | Essential/  Desirable | Evidenced In |
| 1.1 | GCSE Maths and English at Grades C or above (or equivalent) | E | Application |
| 1.2 | NVQ for Lab Technicians working in education | D | Application |
| 1.3 | ‘A’ Level equivalent in a Science qualification. | D | Application |
| 1.4 | Knowledge of working with CLEAPPS | D | Application |
| 1.5 | COSHH (Level 2 Award) | D | Application |

1. **Relevant Experience**

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| --- | --- | --- | --- |
|  | Criteria | Essential/  Desirable | Evidenced In |
| 2.1 | Proven experience of working within a science technician role | E | Application  Interview  Reference |
| 2.2 | Experience of working with scientific equipment | E | Application  Interview  Reference |
| 2.3 | Experience of working within a team | E | Application  Interview  Reference |
| 2.4 | Knowledge and experience of a various software packages i.e. Microsoft Word and Excel | D | Application  Interview  Reference |

1. **Skills, Abilities and Attributes**

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| --- | --- | --- | --- |
|  | Criteria | Essential/  Desirable | Evidenced In |
| 3.1 | Ability to communicate verbally and in writing effectively and confidentially with persons at all levels understanding roles and responsibilities | E | Application  Interview  Reference |
| 3.2 | Ability to work pro-actively to achieve efficiency and effectiveness and to prepare resources in Science and General Technology to support learning programmes. | E | Application  Interview  Reference |
| 3.3 | Ability to organise own tasks and time with conflicting priorities and with minimum supervision | E | Application  Interview  Reference |
| 3.4 | Ability to promote a positive ethos and role model positive attributes and to work with children at all levels regardless of specific individual need and identify learning styles as appropriate. | E | Application  Interview  Reference |
| 3.5 | Ability to work collaboratively and independently | E | Application  Interview  Reference |
| 3.6 | Ability to work on own initiative | E | Application  Interview  Reference |
| 3.7 | Commitment to continuing professional development | E | Application  Interview |
| 3.8 | Ability to apply the principles of Equality and Diversity through all aspects of work, promoting this within the organisation | E | Application  Interview  Reference |
| 3.9 | High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements. | E | Application  Interview |
| 3.10 | Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners. | E | Application  Interview |
| 3.11 | Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work. | E | Application  Interview |
| 3.12 | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice. | E | Application  Interview |
| 3.13 | Able to improve their own practice through observations, evaluations and discussion with colleagues. | E | Application  Interview |