

Haywood Academy
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Principal: Dilesh Parmar
Patron: Joan Walley



December 2018

Dear Colleague,

Thank you for your interest in the post of Science Technician. A highly committed and enthusiastic colleague is required to join a large, professional and supportive team that continues to grow with the popularity of Science at KS3, 4 and 5.

A large part of our success is attributed to the creation of a people-centred culture of care and support. Haywood Academy prides itself for being at the forefront of educational developments and it is at an exciting time in its journey. We are a sponsor for other schools and are also the lead school of a successful Multi Academy Trust.

The Academy is based on three unique sites; a £10 million revamped 11-16 site and two refurbished iconic Victorian buildings which house our Post 16 Provision, City College - Burslem Old Town Hall and School of Art. The facilities at all or our sites are state of the art. I cannot convey strongly enough what an amazing place Haywood Academy is to teach and learn in.

If you are interested in being part of our successful team, then please forward your completed application to Amy Fox, HR Advisor, at Haywood Academy or by email: afox@haywoodacademy.coop

Yours sincerely

Dilesh Parmar
Principal

Encs



ETHOS

Haywood Academy is a trusted and well respected school that is consistently over-subscribed – a testament to our success! We offer outstanding pastoral care, guidance and support and believe education is about exploring ideas, meeting challenges and aiming higher. Our co-operative values are the bedrock of all we do at the Academy and so we are guided by the values of social responsibility, equity, equality, solidarity, democracy, openness, honesty and caring for others. We ensure that all our students have the opportunity to fulfil their potential and achieve their goals. As well as leaving Haywood academically and vocationally well qualified, students will aspire to be responsible and confident global citizens, who can care about the world in which they live.

BACKGROUND

We are a popular 11 – 19 mixed Academy and Sixth Form Academy (City College) serving principally Burslem and parts of Tunstall in the north-eastern area of the City of Stoke on Trent. We currently have 1166 students on roll from a wide range of housing and socio-economic conditions, including some of the most deprived areas of Stoke on Trent. We cater for Higher Attainers, those from different minority ethnic backgrounds (22%) and those with special educational needs (14%). 40% of our students are disadvantaged.

Haywood Academy is the founder member of the City Learning Trust, a Multi Academy Trust, which encompasses four Academies across the age range of 3-19. We aim to create a world-class education system across our community of schools.

Our students love the opportunity to engage in our Excellence Academy, a unique education partnership between Haywood Academy, Cambridge, Oxford, Keele and Staffordshire Universities. Excellence Academy students take part in extra enrichment activities and extra classes with opportunities to visit and learn at university campuses. We will develop further these links in order to position students in the best place to excel in their onward education.

STANDARDS AND ACHIEVEMENT

In December 2017, OFSTED rated the school as “good” in all areas and on the ‘cusp’ of outstanding in some. “The continual focus on improving teaching and learning through coaching, mentoring and sharing good practice is leading to better achievement for all students.” We continue to concentrate our staff training on improving learning and teaching. A large part of our success has been attributed to the creation of a people centred culture of care and support. We work with local primary schools, the local community and businesses to raise our standards of achievement and to help re-vitalise the local economy by producing more young people wishing to pursue careers as varied as law, teaching, construction, engineering and medicine.

We are proud to say that we are the only school in the country to win two national awards from the Department for Education, the Regional Pupil Premium Award and the Regional Character Education Award. We also have Arts Mark Gold and Sports Mark Gold awards which recognise the quality and variety of work in our PE, art, music, dance and drama.

We run our own orchestra and perform our own musicals and concerts annually. We are equally proud of our Gold Cultural Diversity and Gold International Schools Awards.

We believe we have a caring community of individuals working in a purposeful and orderly atmosphere. This allows us to maintain a strong culture of learning and to continue to offer a rewarding and enjoyable experience for staff and students alike.



Science Technician

Haywood Academy is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Closing Date:	Thursday 10 th January 2019
Interview Date:	To be confirmed.

The Science Faculty

The Faculty currently houses a 4D cinema in the eye-catching Learning Tower, which is complete with science based films and software that can enhance teaching. We are also lucky to house a suite of laptops, 2 suites of static PCs, visualisers, interactive whiteboards in every room and Activote keypad systems for use in assessing students.



Job Description

Job Title: Science Technician

Salary: Level 4, SCP 13-17

Hours of work: Hours: 37 hours per week/Term time only
8.15am – 4.15pm 7.5 per day 1 x 30 min break daily (Friday 8.15am – 3.45pm)

Responsibilities:

- The core purpose of providing technical and resource support to teachers of science. This includes at KS3/KS4/KS5 across both Haywood Academy Main Site and City College Site.
- To work under the guidance of senior staff to provide a technical support service to the Sciences Faculty.

Key Duties & Accountabilities:

Support for classroom activity:

- To co-ordinate the preparation and distribution of apparatus to the laboratories/classrooms as requested by teaching staff using 'lablogger' or agreed procedure's.
- Attend lessons/assist teaching staff with demonstration lessons and practical's as required.
- To set up and try out experiments before lessons, assessments and examinations to ensure they work.
- Carry out an annual audit of stock and apparatus.
- Have overview of stationary and maintain stock levels.
- Help with the organisation of visits and trips within the faculty.
- Developing new procedures/processes to support curriculum and legislative changes.
- To manage the preparation and maintenance of teaching resource materials, paper, electronic etc., for teachers within the department/faculty.
- Ensuring that materials, stock and standards solutions, specimens, and apparatus required for demonstrations and for practical work are available as required.
- Ensuring that demonstration and new experiments are set up and tested prior to use.
- Construction and/or modification of laboratory apparatus, including specimens.
- Operating laboratory documentation systems (cataloguing, filing, worksheets etc.)
- Making petty cash purchases.
- Delivering practical resources before/ at start of lesson and collecting equipment promptly at the end of lessons. Also tidy after messy practical – wipe benches/remove debris.
- Assisting teaching staff with behaviour management calls etc
- Checking equipment as it is returned to inspect for breakages or malfunctions (and correct) and repair in a timely fashion

Support for Resources

- To liaise with technical and teaching staff regarding any problems in the ordering of apparatus or need for movement to lab.
- Collect materials from school grounds or local suppliers should requests have been made in agreed timescales.
- Prepare and make teaching aids as required.



- Care of animals and plants kept for observation and experimental purposes.
- Maintaining apparatus and equipment in good working order, and carrying out repairs within the capabilities of the technician.
- Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, co-ordinating common stock between sections.
- Maintaining a good stock of necessary materials for the construction of science apparatus. Keeping legal records (alcohols, poisons, flammables etc.)
- Ordering photocopying of standard items like tests, plcs etc
- Organising storage of photocopied items e.g. Tests

Support for Health and Safety

- Keep up to date with CLEAPS information.
- To be responsible for the safe storage of chemicals and apparatus at both sites of the faculty.
- To act as Health and Safety representative for the science faculty and attend meetings as required.
- Deal with emergencies in classes, breakages, spills etc.
- Have good knowledge of microbiological techniques – sterilisation and disposal of contaminated items.
- Maintain and clean apparatus on an annual basis.
- Maintain and clean goggles and other safety equipment each half term.
- Check materials and equipment before and after use for quantity and damage.
- Ensure apparatus is kept in clean and well kept condition.
- Act as RPS and ensure that all faculty members are trained annually in the correct use of sources. Support the use in lessons and ensure appropriate checks are made.
- Safe disposal of biological and chemical residues and other waste material.
- Inspection, maintenance and correct use of safety equipment.
- When trained, first aid treatment of minor laboratory injuries, and the maintenance of first aid equipment in the laboratory area.
- Providing advice and guidance to the other faculty staff on the operation of health & safety policies and procedures.
- Reporting items for repair, etc. to equipment and services.

Support the school

- Promote and safeguard the welfare of children and young persons.
- Be aware of and comply with policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of Haywood Academy / City College and the CLT
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training/other professional development and performance management as required.
- Assist with pupil/student needs throughout the school day.
- Being responsible to the Head of Sciences for the maintenance and upkeep of the science Laboratories, and advising on any improvements which can be made in this respect.
- Liaising with the Office Manager when cover does not arrive and photocopying of resources needed for cover lessons
- Helping to obtain consumables for practical activities.



- Maintaining displays within the department.
- Support open evenings and similar events by setting up kit in the correct rooms and putting it away again the following morning before lessons start. Taking part in the event when requested by Head of Faculty Sciences.
- Responsibility for keeping records of capitation and orders placed.
- Liaise with suppliers to obtain the highest quality for the best price.
- Maintaining a thorough stock control and order system
- Ensuring an up to date chemical database exists.
- To help organise lessons if the teacher(s) are absent.

In addition:

- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- To participate in induction training, staff review processes and professional development opportunities.
- To comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Principal or through delegation of Line Managers.
- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.
- Support across other Academy departments as required;
- To be first aid trained and provide first aid support for the Academy.
- To support the Academy by driving the minibuss as required for any departmental visits.
- To act as a Fire Warden for the school in the event of a fire.

Skills

- Qualifications and Training
- NVQ3 in Laboratory and associated Technical Activities (LATA) Educational, or NVQ3 Laboratory Technicians working in Education or C & G Advanced Science Technician, or appropriate equivalent qualification or experience.
- First Aid training
- RPS training
- An excellent standard of practical knowledge
- A working knowledge of relevant equipment
- Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to organise, lead and motivate other staff.
- Good communication / interpersonal skills
- Ability to relate well to children and adults.
- Good organising, planning and prioritising skills.
- Methodical with a good attention to detail.
- Working knowledge of Lablogger



Personal competencies and qualities

- The motivation to work with children and young people.
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- The ability to work in a team environment and under pressure.
- Excellent organisational skills.
- A good sense of humour.
- A calm demeanour.
- A perceptive understanding of young people and their needs and expectations.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

