

**Assistant Technician and Science Support**

**Introduction to the Role**

We are looking to appoint an efficient and well organised Assistant Technician and Science Support individual to work in our busy Science Department.

The Science Department comprises 7 dedicated teachers in 6 laboratories with 2 full time Science technicians. The laboratories are based next to 2 IT rooms and are very well equipped. The Science staff are enthusiastic members of the school and contribute to many extra-curricular activities.

Students study an accelerated Key Stage 3 Science programme in Years 7 and 8 and practical work is a key feature of Lower School lessons. Upon starting Year 9, pupils are placed in one of 4 sets to commence their GCSE studies. Students are taught by subject specialists in 6 timetabled lessons a week. In Years 10 and 11, students have 3 lessons per Science each week with some studying separate Sciences and others the Trilogy Award (AQA). Biology, Chemistry and Physics are offered at A-Level (AQA) and are taught in 8 timetabled lessons a week. Halliford School has a lively Sixth Form and we have had numerous pupils who go on to study Science related subjects at Russell Group universities in recent years.

Candidates will be expected to have a genuine interest in Science and supporting young people with a preferable knowledge of technical support to A-Level. The ability to give technical support for Chemistry, with Biology, would be desirable. Candidates should also demonstrate a genuine interest in education and will be willing to support students to fulfil their potential academically.

This is a **full-time term time** appointment with a competitive salary and benefit package. The hours of work are 8:30am to 4:30pm. Salary is competitive, dependent on experience and will be discussed at interview.

**Process of Application:**

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Maria Hartzenberg, who will be delighted to assist you.

Telephone: 01932 2234920

E-mail: [maria.hartzenberg@hallifordschool.co.uk](mailto:maria.hartzenberg@hallifordschool.co.uk)

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than **12 noon, Friday 18th June 2021**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date. Please note that initial interviews will be held on-line at this stage.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

**Job Description – Assistant Technician and Science Support**

**Lines of Responsibility**: The Assistant Technician and Science Support individual is responsible to the Head of Science.

**Job Purpose and Description:**

The Assistant Technician and Science Support will work closely with the other Science Technicians preparing equipment and material for lessons. In addition, the successful applicant will also work alongside academic staff in the classroom supporting students throughout all age groups. This may be on a 1-1 basis with a student, small group work or supporting students during a practical experiment. It may even involve taking a student / group of students to work in another room to complete their work.

**Role Profile**

**Main Roles and Responsibilities:**

Supporting teachers in the classroom with practical experiments

supporting teachers in lessons as required, with 1-1 work or small group work.

Supervising students whilst they complete their work

Work as part of the Science technician team to prepare equipment and materials for class use, including demonstrations, experiments and assessments.

Abide by the practical guidance given by CLEAPPS in relation to:

Practical Science

Health and Safety

Risk Assessment

Sources and Uses of Chemicals

Ensure that work is undertaken in accordance with Health and Safety regulations, undertaking appropriate training where necessary.

Undertake both external CPD and internal induction procedures where required.

Understand and execute detailed risk assessment plans relating to the teaching of Science.

Assist in cleaning up laboratories after practical tasks and ensuring that equipment is cleaned in a timely manner and to ensure that equipment, apparatus and machines are kept in good order and repaired, serviced or replaced when necessary. Carry out routine and ad-hoc safety checks on equipment, as required, and keep a record of all inspections. Ensure the Prep Room is clean, tidy and a safe environment.

Assist with stock management, maintaining adequate stocks of consumables, re-ordering, checking deliveries and records of expenditure as well as ensuring chemicals are correctly identifiable and labelled.

Prepare equipment, displays and experiments alongside the Technicians for 2 Open Days in October and March.

Assist, where necessary, with extra-curricular clubs, to include Science Club and revision sessions that take place within the department.

Assist with classroom board displays and learning materials within the department as well as undertaking other administrative or technical tasks within the department, including issuing and cataloguing textbooks.

To carry out other associated duties as are reasonably assigned by the Head of Science

**Conditions of Employment**

The post-holder must uphold the School’s policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School’s ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

**Teaching Assistant - Science**

**Person Specification**

**Skills and Abilities (all essential)**

* Good verbal and written communication skills
* Good numeracy and literacy skills
* Able to prioritise effectively
* Good interpersonal skills and ability to form positive relationships with colleagues and students
* Able to work effectively as part of a team
* Able to adhere to working procedures and policies in a school environment
* Proficient in the use of IT, including word-processing, spreadsheets, databases and internet systems.
* Knowledge and understanding of Child Protection and Safeguarding procedures. (desirable)

**Qualifications and Knowledge**

* GCSE Grade C/4 in Maths, English & Science (essential)
* Science higher qualification (desirable)

**Experience**

* Experience of working in a school or similar establishment
* Understanding of basic principles of health and safety in a school environment
* Experience of working in a scientific field or laboratory environment (desirable)

**Personal Attributes**

* Organised, reliable, flexible and trustworthy.
* Candidates should be willing and able to commit themselves actively to support the ethos of the school.
* Supportive of new ideas and developments within the Science Department.
* Desire to enhance and develop knowledge through skills and CPD.
* A professional and approachable manner.
* Sense of humour and perspective
* Calm, diplomatic and level-headed
* Confident in own decision-making and working on own initiative.
* A willingness to be involved in the wider school life of the School
* The ability to manage a busy workload and work effectively under time pressures.
* Displays commitment to the protection and safeguarding of children and young people.

**Additional Information**

## Non-contractual benefits to Staff Pension

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

## School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

## Meals and Refreshments

All staff are entitled to eat free of charge each day during term time where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality tea and coffee are also available daily from the Sixth Form Café.

## Sports Facilities

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport.

## Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students including the opportunity to travel and visit new countries.

## Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school’s insurance scheme and staff may claim suitable mileage.

## Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

## Other Benefits including

* Ability to register with cyclescheme.co.uk
* Personal accident insurance through the school insurers
* 24-hour counselling helpline service
* Enhanced sickness
* Staff socials
* Opportunities to join worldwide educational trips
* Occupational Health Service

## Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster’s PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required to be completed by the successful candidate.