

HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT

Headteacher: Anne Kelly BA MBA

Telephone: 01795 424223

www.highsted.kent.sch.uk

Email: recruitment@highsted.kent.sch.uk

Science Technician

35 hours weekly, term time only

Highsted Academy Trust pay band 4:

£16,800 - £17,650 pro rata

We are seeking a flexible and highly motivated Science Technician to join our technician team at this outstanding girls grammar school. The successful candidate's duties will include preparation and maintenance of equipment, providing support to science staff in preparing resources for lessons and assisting pupils and staff in the classroom.

With a strong interest in science, you will have high standards and a methodical and organised approach. Knowledge of current health and safety legislation and the possession of related qualifications would be an advantage.

Applications are invited from creative and ambitious colleagues who can make a substantial impact on our continuous improvement.

Please contact Linda Sayers at the school or visit the website to download further information and an application form: www.highsted.kent.sch.uk

(Closing date noon 23 October 2017)

Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.

Highsted Grammar School is an Equal Opportunities Employer.





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GENERAL INFORMATION

Summer 2017 school performance:

GCSE results achieved by pupils at the end of key stage four

	2017	2016
Percentage A*/A grades	47.7	45.5%
Percentage of pupils gaining at least five A* - C grades, including English and maths	97.2%	97.2%
Percentage of pupils gaining at least two A* - C grades, science	99.2%	97.2%
Percentage of pupils gaining at least one A* - C grades, MFL	84.9%	86.2%

Pupils	% achieving 5+ A*-C, including Maths & Eng.	% achieving English Baccalaureate*	% achieving 2+ Science A*-C	% achieving history or geography A*-C	% achieving 1+ MFL A*-C
Highsted 2017	97.2	84.0	99.2	97.5	84.9
England 2014	53.4	22.9	47.5	43.8	36.1
Kent 2014	58.1	26.8	47.9	42.2	35.9

* **English Baccalaureate** consists of A*-C grades at full GCSE in English, mathematics, two science subjects, a foreign language and history or geography.

A/AS-level results achieved by students at the end of Year 13

	2017	2016
Percentage pass rate	100%	100%
Percentage A*-B grades	60%	69%

'Highsted Grammar School is an outstanding school. It knows its strengths and areas requiring improvement very well.'

'The school is ambitious for its students and is very effectively focusing the staff team and the girls themselves on raising their expectations and achievements.'

'The school effectively enables girls to make excellent progress. They achieve the highest academic standards.'

'The curriculum gives girls an outstanding range of experiences and there is excellent involvement in extra-curricular activities.'

'There is a strong mutual respect between staff and girls. Initiative is encouraged and girls say that they get on very well together, help one another and enjoy school.'

(Ofsted Inspection report 2009)

Highsted Grammar School is a small girls' grammar school (around 829 on roll, including 193 in Sixth Form) situated in the North Kent town of Sittingbourne. As an outstanding school, we were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and GTP trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Pupils are granted places at the school on the basis of success in the Kent selection tests, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Recently, Highsted was placed 92nd in the top 100 secondary schools (The Telegraph) based on our 2015 A-level results.

The school, sponsored by Microsoft, received specialist school status through science and we are currently implementing major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition and the school's Special Choir has recorded a CD of its Christmas repertoire. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has now become a regular part of the summer term enrichment programme, supported by substantial grants from the EU. In 2008, the school established a new partnership with the Lycée Prieur in Auxonne, Burgundy. Last year more than 35 students from Years 9, 10 and 12 participated in our European programmes.

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of the students. It provides an opportunity to work with able and well-motivated students within a successful department and with friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

Anne Kelly (May 2017)

HIGHSTED GRAMMAR SCHOOL: JOB PROFILE
RESPONSIBILITIES FOR EDUCATIONAL SUPPORT STAFF

Job title: Science Technician

Reports to: Senior Science Technician

Postholder's name:

Date: November 2017

Grade: Highsted Academy Trust Band 4 £16,800 – 17,650 pro rata

Hours: 35 hours a week, term time only, 08:30 am to 16:30 pm Monday – Thursday, 08.30 – 16.00 pm Friday, plus staff development days.

Purpose of the job

Assist in the co-ordination of the use and maintenance of practical resources and facilities and provide assistance and advice in the practical needs of the science curriculum. Work as part of the technician team within the science faculty. The post holder may be requested to cover lessons on occasion and provide Teaching Assistant support as appropriate.

Teamwork, efficiency, flexibility, good time management and an ability to use IT are all essential qualities for the post of Science Technician.

Dimensions

1. *Line management responsibilities:*

None

2. *Statistical information relating to the scope of the job.*

School roll: 829

Agreed by:

Approved by:.....

Date:.....

Principal accountabilities:

As a technician to be responsible to a Head of Subject through the Senior Technician for:

- the setting out of apparatus, reagents and visual aids for the teaching staff as requested for the appropriate lessons;
- the preparation of reagents for classes;
- the storage of items of general laboratory equipment at predetermined quantities in properly labelled cupboards and drawers for easy access by students and staff;
- the correct storage of all apparatus and reagents not in use, indexed for rapid retrieval;
- the cleanliness and tidiness of cupboards and apparatus and reagents for easy retrieval;
- the removal, washing and storing of all apparatus left in the laboratory on the benches, other than that specially labelled to be left, ensuring safe disposal of chemical and biological waste;
- the construction of apparatus when necessary, and keeping of all apparatus in working order, informing the teaching staff of any difficulties that may arise in this maintenance;
- the maintaining of a stock of plants in the greenhouse and the looking after of all livestock kept in the Science department;
- acquiring a working knowledge of some equipment, being able to demonstrate its use to classes, always under the supervision of a member of the teaching staff;
- the updating of the stock books annually;
- contribute to the work and ethos of the science department through the extra-curricular programme.
- provide general encouragement and support to pupils whilst undertaking lesson supervision within science or elsewhere.
- accompany staff and pupils on educational visits, taking an active supervisory role as required.
- in line with school policy, undertake a degree of responsibility for the behaviour of pupils around the site.
- assisting in the invigilation of internal or external examinations.
- duplicate, collate and staple any documents/exam papers required by the Science Department.
- completing additional tasks as may be reasonably required from time to time;
- to fulfil as an employee, legal obligations under Health & Safety requirements - namely those of personal safe practice and the promotion of Health and Safety procedures generally.

Necessary experience:

- Good level of general education including science subjects at GCSE or above, together with good numeracy and literacy skills.
- Thorough understanding of Health and Safety procedures especially as they relate to work in a laboratory.
- Undertake First Aid training and maintain certification.
- Knowledge of appropriate use of laboratory equipment (including handling chemicals safely) and ability to communicate and demonstrate this knowledge effectively to staff and students.
- Use of basic technology (computer, DVD, photocopier etc.)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

- Keep up-to-date with current procedures and practices through continuing professional development undertaking training as required.
- A sound background in a scientific environment.

Scope for impact:

The post holder provides assistance in meeting the practical needs of the science curriculum and contributes to students' educational development.

The post holder assists the Senior Science Technician to ensure all equipment and chemical needs are appropriate and fit for use in the various lessons.

The post holder undertakes necessary training and development in relation to delivering an appropriate and successful science curriculum.

Confidentiality

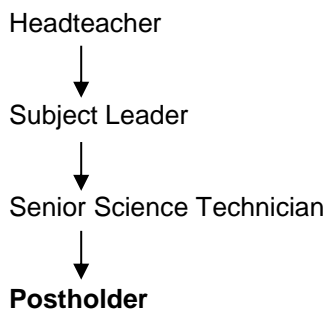
All personal information regarding pupils, parents, employees at the school to which the Science Technician may have access in the course of his/her work are to be regarded as strictly confidential in all respects even within the working environment. Disregard of confidentiality will be grounds for disciplinary procedure.

To fulfil as an employee, legal obligations under Health and Safety requirements; namely those of personal safe practice and the promotion of Health and Safety procedures generally.

Job context:

The post holder must work on their own initiative and as part of a team seeking advice and guidance from the Senior Science Technician/Classroom Teacher/Subject Leader.

Organisational structure:



Person Specification: Science Technician

Knowledge & Skill

		Essential	Desirable
	Good level of competence in basic Excel, and Word	✓	
	Good level of competence in MS Outlook	✓	
	Excellent communication and listening skills	✓	
	Ability to prioritise own workload to maximise efficiency	✓	
	Able to show intuition and initiative	✓	
	Excellent organisational skills	✓	

Qualifications & Experience

		Essential	Desirable
	Qualifications:		
	At least NVQ 3 or A-level education	✓	
	Minimum GCSE (or equivalent) including Science, English and Maths	✓	
	Experience:		
	A sound background in a scientific environment	✓	

Personal Qualities

		Essential	Desirable
	Calm and professional disposition	✓	
	Self-motivated and enthusiastic	✓	
	Ability to work under pressure and meet targets and deadlines	✓	
	Able to work in an environment that often demands high levels of concentration, while coping with frequent interruptions	✓	
	Able to respond effectively to changing priorities	✓	
	Able to work effectively with minimal management guidance / supervision	✓	
	Willingness to accept responsibility	✓	
	Logical and systematic in work processes	✓	
	Good organisational skills	✓	
	Ability to keep accurate records	✓	
	Good working knowledge of COSHH and CLEAPS in order to maintain compliance with health and safety regulations at the Academy.	✓	
	Ability to use science software and data logging equipment		✓