



## Job Application Pack

### Senior Science Technician

Scale 5 (£21,589 - £23,836) pro rata per annum

Full Time, Term Time Only, Permanent

Closing Date: 4th November 2019



## **Letter from the Headteacher**

Welcome.

Thank you for expressing an interest in a vacancy here. On behalf of everyone at Newark Academy, I extend you a very warm welcome.

I am enormously proud to be the Head of a vibrant, dynamic and values driven community school where 'working hard' and 'being kind' permeate every aspect of Academy life.

We are committed to providing stimulating, challenging and engaging learning experiences for our students and invest heavily in professional development to ensure that every member of staff can be the very best they can be.

We are a community school and work in partnership with students, parents and carers to secure strong academic achievement but we are equally passionate about the personal and social development of students outside the classroom and we encourage our students to take an active part in a range of enriching experiences that compliment academic studies as well as opportunities to develop as life long learners.

With a refreshed vision, brand new school building and a dedicated and committed staff team, the future is extremely bright for Newark Academy. We are in fact oversubscribed for the first time in the history of our Academy which is a clear sign that our community see us as the local school of choice and trust us with the care, guidance and education of their children. Every single member of our Academy team makes a significant contribution to the experience of our students and we are hugely privileged to work within such a warm, caring and compassionate environment where people come first.

If you are encouraged to apply for this position, you will join our school at a very exciting stage of its development as we are about to enter a period of significant recruitment due to the rapid expansion of our transformed Academy.

I do hope that this information encourages you to apply to join a talented team of professionally autonomous colleagues, committed to success and I look forward to receiving your application.

**Andy Seymour**  
Headteacher





## **Letter from the CEO**

Dear Candidate,

I am delighted to be able to introduce you to Newark Academy and the tremendous opportunities this school offers the young people of Newark.

We aim to be a 'great' school with recognition both nationally and internationally for the standard of education that we secure.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Newark Academy, and we look forward to receiving your application.

**John Tomasevic**  
CEO Nova Education Trust



## **Application Details**

Thank you for your interest in the Senior Science Technician vacancy at Newark Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete an online application form which includes a covering letter addressed to Mr Seymour, which clearly demonstrates your suitability for this role.

## **Application forms**

These can be accessed from the school website [www.newarkacademy.co.uk](http://www.newarkacademy.co.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives 9.00 am on the closing date of Monday 04 November 2019.

## **Interview**

Interview date to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Safeguarding**

Newark Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## **Job Description Senior Science Technician**

**Reports to: Head of Science, Headteacher**

### **Purpose of Role**

To establish and maintain an excellent technical support service.

### **Key Elements of the role**

- To organise the support services for science teaching across school.
- To be responsible for the standards of work of the other laboratory technician staff and for the suitable allocation of tasks and areas of responsibilities.
- To liaise with teaching staff regarding curriculum planning, new practical ideas and support required.
- To be responsible for ensuring that newly appointed technicians are settled into the department and are informed about departmental matters.
- To be responsible for assisting in the 'on the job' training of junior technical staff complementary to their further education.
- To undertake performance management reviews for the team of technicians.
- To ensure that there is enough materials, stock and standards solutions, specimens, and apparatus required for demonstrations and for practical work.
- To manage the ordering process for chemicals, equipment and petty cash consumables.
- To maintain an inventory database including for stock levels of equipment and consumables including costs and petty cash receipts.
- To replenish reagent bottles as necessary.
- To ensure that all health and safety measures are in place for Health and Safety, COSHH/CLEAPS and that all materials and consumables are stored safely with appropriate security measures, including calibration and maintenance.
- To ensure that statutory safety regulations and safe practice is complied with relating to teacher/technician skills qualifications and student involvement in classrooms and workshops.
- To maintain the prep room in Science in regard to tidiness and organisation including daily and weekly laboratory servicing, termly inspections and annual clean.
- To set up and test demonstration experiments to ensure they work and that students gain the most from the scientific experiment.
- To prepare materials for classroom use by staff and students and operate an efficient system of transporting equipment and chemicals to and from classrooms to prep rooms.
- To ensure the recovery of residues and the preparation of distilled/deionised water.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be directed by the Headteacher to carry out any other duties that may be reasonably regarded as within the nature of the duties and responsibilities of the post.



## Person Specification: Senior Science Technician

Factor	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Laboratory Technician qualification.</li> <li>General Education to NVQ Level 4 or equivalent.</li> <li>Have the ability to undertake personal and/or professional development training to qualification standard.</li> <li>Sound working knowledge of Health and Safety Regulations including COSHH/CLEAPS.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Previous technical science/ laboratory experience.</li> <li>Awareness of standard procedures eg titrations and making up standard solutions.</li> <li>Managing stock control and keeping records.</li> <li>Competent in the use of ICT (word, excel, email, SIMS or equivalent school database).</li> <li>Excellent communication and organisation skills.</li> <li>Excellent interpersonal skills.</li> <li>Accuracy and attention to detail.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>A commitment to raising standards for all in the pursuit of excellence.</li> <li>Positive support for and implementation of school policies and procedures.</li> <li>Smart and professional appearance.</li> <li>Evidence of excellent attendance and punctuality.</li> <li>Absolute trust and confidentiality.</li> <li>Able to work as a team, show initiative and work independently.</li> <li>Energy and enthusiasm, friendly and positive attitude.</li> </ul>	





## **Overview of the Trust**

The Nova Education Trust is a dynamic and growing Multi Academy Trust Group based in the East Midlands. Our Trust Group is committed to providing high quality education to all of our students, regardless of their backgrounds.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPD provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare and a fully-funded MA programme for all teaching staff. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.

## **Overview of the School**

### **Ethos**

Newark Academy has a very clear ethos focused on the achievement and well-being of our students. We believe that a school should be at the very heart of the community and place high value on collaboration, partnership and service alongside a range of core values that compliment academic success. Our GREAT core values permeate through everything that we do at Newark Academy and through both explicit strategy and implicit activity all academy community members regularly reflect on them. We invest time to teach our students about these values and the importance of their reflections against them. Our GREAT values are:

**Gratitude**

**Responsibility**

**Excellence**

**Aspiration**

**Tenacity**

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.



## **To Summarise**

- We have high expectations of students and staff;
- We believe every student can succeed;
- We ensure barriers to learning are challenged and overcome;
- We expect teaching to be well planned, varied and stimulating;
- We expect learning to be active, focused, social and engaging; and
- We insist on high standards of behaviour at all times.

## **Achievement**

At Newark Academy we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide students with the very best educational experiences possible so they are fully equipped for their next steps.

Should a student require additional support, Newark Academy provides a range of support services that will ensure every student's success, whatever their individual educational needs.

## **Pastoral**

At Newark Academy we pride ourselves on the quality of care, guidance and support given to individual pupils. At the core of this provision is a system led by Achievement Leaders and supported by the Pastoral Leaders, Crew Leaders and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Crew leaders play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of pupils' progress through termly reports, online data and Achievement events which can be up to twice yearly.

Newark Academy is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.





## **Curriculum**

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our newly redeveloped programme covers all National Curriculum subjects. Students are taught in ability groups in the majority of subjects and these are regularly evaluated to ensure students are able to make rapid rates of progress throughout their time at the Academy.

During our Key Stage 4 programme all students study the English Baccalaureate core subjects of English, Mathematics, Science and a humanities subject such as Geography, History or Modern Foreign Languages.

A wide range of option subjects including visual and performing arts, technology, sports and computing courses supplement the core curriculum. We expect all our students to achieve their full potential in all their chosen qualifications and work hard to support them to do so.

## **Extra-Curricular**

Extra-curricular opportunities are an essential part of providing a balanced and exciting range of experiences in school. At Newark Academy our after-school 'enrichment' programme provides students with an impressive range of courses and sessions across the week.

Opportunities include Photography club, Science, Journalism, Canoeing, Debating, and a comprehensive range of sporting activities including football, Cricket, Netball, Rugby, Basketball, Tennis and Athletics are also available. Newark Academy students regularly compete at county level and our sports teams have a strong tradition of success.

The Performing Arts also take a leading role in school life with regular Drama productions allowing all students to fully explore their creativity. In 2018 our students performed Sister Act to a packed audience in our Lecture Theatre alongside a range of other productions including Christmas Carols and our annual Halloween community event 'Spooktacular'

In addition, there are regular opportunities to travel including a netball and football trip to Disney Land Paris.

## **Student Voice**

Student voice is active within the school with each year group choosing student representatives that meet through our student council.

There are additional opportunities for students to be leaders through our Prefect system which encourages students to apply for both junior and senior prefect roles.



Students are involved in all aspects of school life and contribute to the interview process for new staff and assist at school open evenings and events. They have also delivered feedback to staff on aspects of teaching and learning, such as marking.

### **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.