



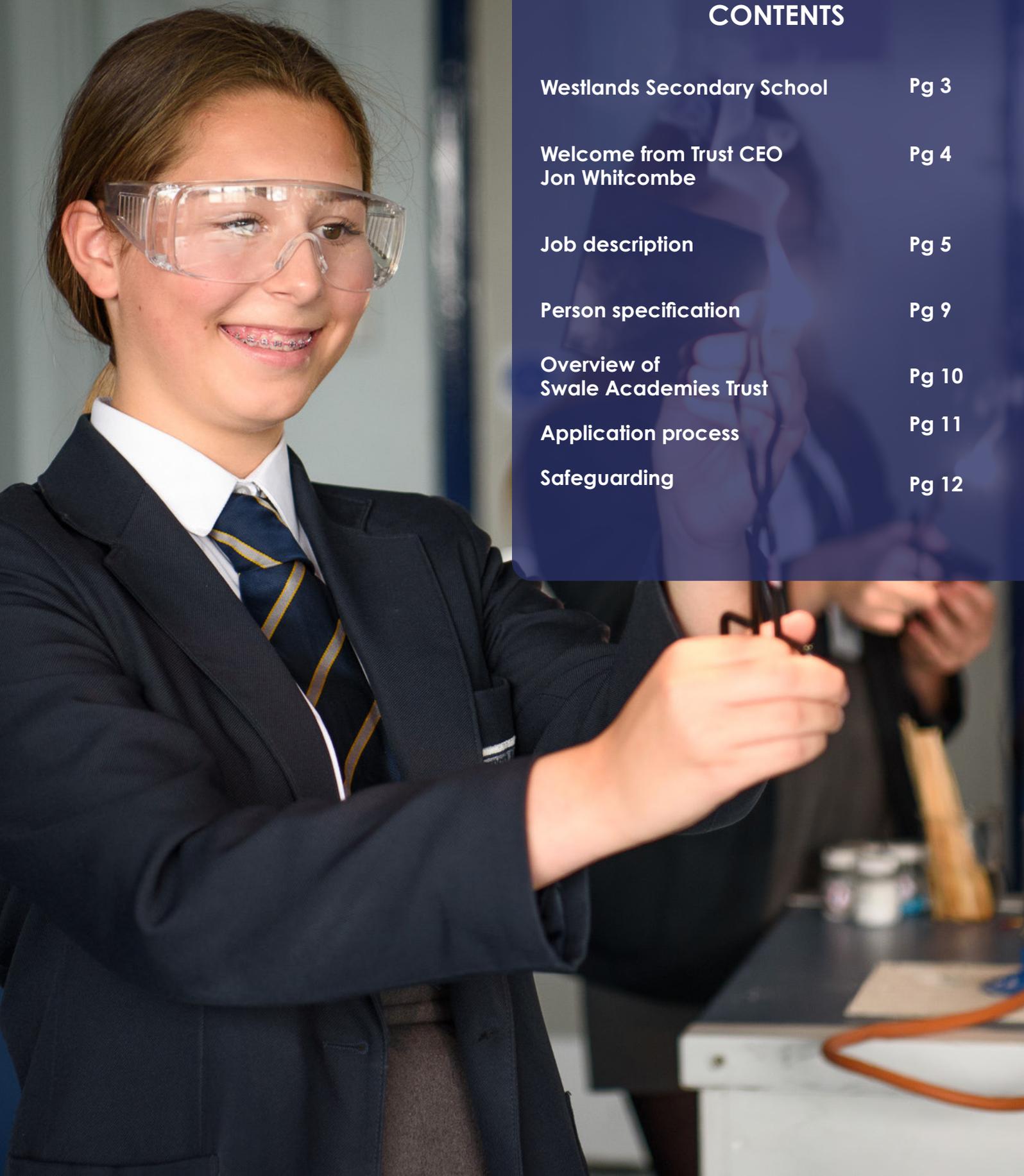
**Westlands
Secondary School**

**Senior Science Technician
INFORMATION**



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Westlands Secondary School

Dear Applicant,

Thank you for expressing an interest in joining us at The Westlands School.

I hope this pack will give you a flavour of what it is like to be part of our successful and dynamic school.

However, you are very welcome to come and visit us during the school day to see for yourself why we are so proud of the students and staff who make up our school community.

We are a large, non-selective secondary school in the town of Sittingbourne, situated on an extensive site that boasts plenty of open green spaces for our pupils and our own school farm. We have also benefited from significant investments in new buildings that complement the more traditional parts of the school. Our school has a well-established local reputation for success that is built on an inclusive, nurturing and aspirational learning environment; we are oversubscribed in every year group and have a large and thriving Sixth Form.

At Westlands, traditional values concerning personal responsibility, excellent behaviour and hard work are combined with a strong sense of community that encourages kindness and care for one another. This ethos is encapsulated by the school's RADAR system which promotes Respect, Achievement, Diversity, Aspiration and Resilience.

Our staff lead by example and work hard to ensure that our students and our colleagues feel happy, valued and supported. We believe that this is one of the reasons why successive Ofsted reports have praised the 'strong relationships between staff and pupils'. Indeed, why the most recent report stated that 'the school is a harmonious environment'.

All new colleagues at Westlands are made to feel welcome, with their own tailor-made induction package. The professional development of staff is one of our top priorities and we offer all our staff an extensive package. This ranges from a highly praised ECT induction package to nationally recognised programmes (including the Outstanding Teacher Programme and the Outstanding Leaders in Education). If you would like to find out more about our school, our curriculum and our facilities, please visit our website (www.westlands.org.uk).

Please do not hesitate to contact us if you any questions or would like to know more about the role.

Yours faithfully,

Christina Honess
Headteacher

Simon Cox
Executive Headteacher

WELCOME

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

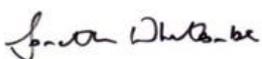
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION



Job Title: Senior Science Technician

Salary: SAT 6

Responsible to: Head of Science

Purpose of the Job:

To lead in providing technical support to the Science Department to ensure quality first teaching for all pupils.

To work with teachers to manage the provision of technical support for learning activities.

To work with pupils in the delivery/demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.

To ensure that the Technical Team is resourced, organised and developed to meet the performance standards required.

Main duties and responsibilities (Accountabilities):

- To ensure efficient use of resources and assist with the management of departmental budgets.
- To ensure all health and safety requirements are fulfilled.
- To ensure all lessons are appropriately resourced and prepared.

Technical Support

- To assist with all reasonable requests by the Head of Science and department staff.
- To assist with classroom practical's and to carry out demonstrations, prepare resources; assemble apparatus, paying attention to all relevant safety guidelines.
- To support and guide pupils under the direction of the teacher in their learning within the curriculum area.
- To advise teaching staff on technical support to meet curriculum requirements.
- To assist with the distribution and collection of ICT equipment.
- To manage, support and develop other technical support staff, ensuring they have the required skills to provide technical support for teachers.
- To take a lead role in contributing to the planning, development and organisation of equipment, systems, policies and procedures for the specialist technical area.

Health and Safety

- To ensure that laboratory safety regulations and necessary precautions and requirements are met; ensuring that laboratories and equipment are kept clean and tidy, including checking equipment for safety and advising pupils of safety aspects of particular experiments.
- To lead and co-ordinate the assessment, monitoring and review of both health and safety procedures and information resources.
- To carry out risk assessments for technician activities and to ensure health and safety regulations in relation to equipment and materials used by staff and pupils are adhered to.

JOB DESCRIPTION



- To maintain a working knowledge of current health and safety requirements and developments in practical science by ensuring that relevant literature is available and by arranging for technicians to attend relevant training courses.
- To advise teaching staff and others of any potential health and safety hazards
- To develop and implement plans to safely and securely store allocated resources/materials/equipment.
- To ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
- To ensure statutory records of poisons, inflammable liquids, alcohol and radioactive materials are maintained and that all materials are correctly labelled.
- To ensure safety, and safe usage, of specialised equipment such as fume cupboards.
- To ensure that statutory checks on electrical equipment are carried out when required and to maintain general equipment in good order.
- To ensure that records of breakages and deterioration/damage to any equipment, chemicals or resources are maintained.
- To maintain a register of all incidents involving safety or damage and an asset register of all equipment.

Monitoring:

- To co-manage the budget for the purchase of technical materials and equipment alongside the Head of Science and to undertake regular audits of resources.
- To lead on stock control, compiling orders and liaising or negotiating with suppliers.
- To purchase supplies in accordance with the school purchasing policy and maintain appropriate records.

Other responsibilities:

- To support staff with the scanning, printing and preparing of learning resources.
- To keep up-to-date with current procedures and practices through continuing professional development.
- To participate in the school's annual system of performance management.
- To undertake any other duties of a similar level and responsibility as may be required from time to time.

These duties/responsibilities are to be undertaken and performed by the postholder to the satisfaction of the Headteacher. The duties/responsibilities of this post may vary from time to time according to the changing needs of the Trust.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> A Level or equivalent in a science related subject or a Level 3 qualification. Excellent Numeracy and Literacy skills (minimum grade C at GCSE or equivalent in both English and Maths) 	E E
	<ul style="list-style-type: none"> Basic First Aid certificate. 	D
Experience	<ul style="list-style-type: none"> Experience of working in a science laboratory environment (at least two years). Experience of working in secondary school setting. 	E E
Skills and abilities	<ul style="list-style-type: none"> Ability to prepare equipment and materials for lessons, as requested by the teaching staff. 	E
	<ul style="list-style-type: none"> Able to prioritise own workload. 	E
	<ul style="list-style-type: none"> Self-motivated and able to use initiative to ensure tasks are completed. 	E
	<ul style="list-style-type: none"> Excellent communication skills. 	E
	<ul style="list-style-type: none"> Good organisational skills. 	E
	<ul style="list-style-type: none"> Ability to work independently or as part of a team. 	E
	<ul style="list-style-type: none"> Ability to use ICT effectively. 	E
	<ul style="list-style-type: none"> Ability to relate well with pupils and understand their needs and being able to respond appropriately. 	E
	<ul style="list-style-type: none"> Understand the issues surrounding the safeguarding of pupils and commitment to child welfare and safety. 	E
Knowledge	<ul style="list-style-type: none"> Demonstrate commitment, awareness and competent understanding of Health and Safety procedures in a laboratory setting, including COSHH regulations and related procedures. 	E
	<ul style="list-style-type: none"> Detailed knowledge of appropriate use of laboratory equipment (including safe handling and storage of chemicals and hazardous substances/materials). 	E
	<ul style="list-style-type: none"> Reasonable level of knowledge and understanding of the science curriculum. 	E
	<ul style="list-style-type: none"> Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities, confidentiality and personnel matters. 	E
	<ul style="list-style-type: none"> Keep up to date with current procedures and practices through continuing professional development undertaking training as required. 	E



OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Ellen Apps
Westlands Secondary School
Westlands Avenue
Sittingbourne
Kent
ME10 1PF

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732