



Weald of Kent
Grammar School



Deputy Lead Science Technician - Sevenoaks

Job Description



Employment Status:
Full Time/Part Time:
Grade:
Salary:

Permanent
Full Time
Kent Range 5 + £650 Annual Responsibility
£24,040 - £25,002 per annum
Actual salary for 37 hours Per Week, 39 Weeks per year (plus INSET & Open Events):
£20,861.914 - £21,696.74

Hours:

37 Hours Per Week
Monday – Thursday 8:00am – 4:30pm and Friday 8:00am – 4:00pm with 1-hour unpaid rest break

Term-Time/All Year Round:

Term-Time Only

Start Date:

1 September 2024

End Date (if applicable):

N/A

Closing Date:

Tuesday 13th August 2024

Interview Date:

To be confirmed

Location:

Sevenoaks

Weald of Kent Grammar School is located on two campuses; Tonbridge and Sevenoaks. You will be required to work across both campuses.

*Please note, interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.



Welcome from the Headteacher

Dear Colleague,

Thank you for your interest in the position of Deputy Lead Science Technician at Weald of Kent Grammar School – where we have a reputation for academic excellence, a focus on high quality pastoral care, guidance and support as well as superb extra-curricular provision.

Weald is an inclusive, happy and caring learning community that is ambitious for all of its students, seeking to ensure that they are challenged to make the very best of their abilities and to achieve success in all they do. All the staff, both teaching and support, play an integral role in achieving this.

Everything we do at Weald is underpinned by our three core values: curiosity, courage and compassion as well as our belief that ‘the whole child is our whole point’.


If you have the energy, passion and integrity to bring to this role, you can look forward to working with a highly qualified, skilled and committed staff team who work extremely hard for their students, and who are proud to teach at Weald of Kent Grammar School.

But most importantly, you will have the pleasure of working with the most inspiring students – the very best ambassadors and advocates for their school.

I hope you will want to learn more about the school by visiting our website [here](#) and that you are motivated to join our team and take Weald of Kent Grammar School to the next stage of its development.

Yours sincerely

Richard Booth
Headteacher



Our School

Weald of Kent Grammar School is a selective girls academy (with a mixed Sixth Form) for approximately 2000 students aged between 11 and 18. The school operates across two campuses located at Tonbridge and Sevenoaks in West Kent. The school is over-subscribed each year for the 270 places in Year 7. Students join the school from a range of areas around West Kent, East Sussex and South East London from a variety of different backgrounds.

Our students achieve at the highest level academically. In 2023, 61% of our GCSE entries were awarded 9/7 grades alongside a Progress 8 score of 0.83. At A level, 65% of our entries were awarded A*-B grades and the vast majority of our students move from Weald into higher education. Our students are highly able, motivated and a delight to teach. Students enjoy positive and co-operative relationships with staff and it is very rare if an external visitor to the school does not comment on the high calibre of the students.

We are particularly proud of the work we have done to create a strong pastoral system and students enjoy a comprehensive programme of PSHE throughout their time at school. This is taught by form tutors and ensures that strong relationships can be built and maintained. Form tutors tend to remain with their group from year 7-11 or in 12 and 13 and this further fosters this relationship. We encourage our students to be active and responsible citizens through a variety of charitable and community activities. The school operates a very successful House system, led by student House Leaders, which encourages integration between the year groups and provides leadership opportunities for students. Similarly, a strong Head Girl and Senior Prefect team and School Council ensure that the student body has a voice within the school and that younger students are supported. Currently we are launching a programme, involving our KS5 students, to help local primary schools with a range of outreach activities.

Outside of the classroom we are fortunate in having staff who provide a wide range of extra-curricular opportunities for students, which is central to our ethos. Sport plays an important part in the life of the school and we are successful at national and regional level in a number of sports including Trampolining, Rugby, Cricket and Athletics. Similarly, we have many opportunities for students to showcase and develop their talents in Music, Dance, Drama and the Arts, including an annual school variety performance and a range of different concerts. We enjoy a successful Duke of Edinburgh scheme, involving over 700 students. Our commitment to this ethos is reflected in our curriculum provision where a number of enrichment days are set aside, the timetable suspended, and students take part in a number of activities and events that allow them to develop and prepare for life beyond the school.

The Sixth Form

We are proud of our thriving and ever growing Sixth Form that has an excellent academic reputation and provides first class guidance and support so that students enjoy a positive and successful post-16 experience and leave us well prepared for life beyond school.

With over 500 students in the Sixth Form, we offer an extensive choice of A Levels taught in excellent facilities by subject experts. Each year we warmly welcome a large number of external applicants who meet our entry requirements.

In addition to A Levels, students have the opportunity to take the Extended Project Qualification (EPQ) which develops skills of analysis and independent research, vital for success in undergraduate study. Students follow a wellbeing programme, including PSHCE and Physical Education provisions.

Weald Sixth Formers continue their education at some of the most prestigious universities in Britain and abroad. To support our students in achieving this, we run an extensive Higher Education programme that includes Oxbridge preparation as well as clear guidance on 'informed choices', Russell Group Universities and the UCAS process as well information about other pathways they may suit some of our students

However, our Sixth Form is about so much more than excellence in academia and we offer a wealth of leadership and extra-curricular opportunities. The prefect team are an integral and highly valued part of the Sixth Form. Led by our two Head Girls they are a dynamic team who coordinate a large amount of activities giving them brilliant leadership opportunities.

Curriculum

We run a three-year KS3, although students begin their GCSE courses in Science in Year 9 allowing them all to do 3 separate sciences at GCSE. Our KS3 students, study a modern foreign language alongside the other national curriculum subjects, with the opportunity to take an additional language in Year 9. At KS4, students' study for ten GCSEs, which includes a Language option and a Humanities option. In the sixth form most students' study 3 A Levels, with the most able being given the opportunity to study four. This is supplemented with the range of opportunities detailed above.

About the Post

Support-staff in schools make a strong contribution to pupils' learning and achievement. Technicians provide support to Teachers and schools allowing qualified Teachers to make even more effective use of their time, professional knowledge, skills and understanding. Technicians contribute to pupils' learning and will have a significant impact on their achievement, by enable the delivery of quality lessons within a safe environment.

- To provide practical preparation support within a curriculum area to benefit students learning and teacher efficiency.
- To keep abreast of developments in key areas, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.
- To review and develop own professional practice to further develop the work of the department in the preparation of practical lessons.

This will involve occasionally supporting and leading of less experienced technician colleagues working at the site and deputising for the Lead Technician. This will involve leading on the organisation and delivery of teacher requisitions, leading on the day to day running of the prep room when the Lead Technician is at the other site, liaising with staff members as and when necessary.

The Team

Reporting to: Senior Science Technician

The Science team is constantly seeking ways to improve and to equip our students with the skills and opportunities for success to allow them to take the next step with confidence. Much development has gone into enhancing the facilities in the whole area and the department continues to prioritise expanding the quality and provision of practical instrumentation and resources.

The Science Curriculum area currently has 17 full-time and two part time Teachers. We also currently have four Science Technicians. This staffing includes a Head of Science & Biology, a Head of Chemistry and a Head of Physics. Further line management and partnership for Quality Improvement of the subject area is provided by the SLG link.

The successful candidate will join the Science team at a time when our key aim is to ensure that students' experience of Science is as real-life, active and as practical as possible. Our teachers are engaged with educational research so as to constantly review their methods of delivery of the science curriculum to make it engaging and exciting as well as equipping the students for their next steps.

Our Commitment to You

Staff are our most valued asset and we place a high emphasis on staff well-being and professional development, no matter what stage of your career you are at. We pride ourselves with the supportive and inclusive nature of the school and ensure that we foster a friendly working environment. As part of our commitment to staff well-being and development, we offer the following to teaching staff:

Professional Development

- Research led CPD programmes, tailored to individual's aspirations, which are based both in school and across the wider Trust.
- A full induction programme for all new staff.
- ECT's will have a lower teaching load, timetabled mentoring sessions and a full programme of training and induction activities.
- The chance to undertake an NPQ.
- An additional INSET day at the beginning of the academic year dedicated to teacher planning and preparation.
- Our "No lesson judgements" policy ensures lesson observations are developmental and supportive.
- One INSET day a year dedicated to moderation and curriculum preparation.

Staff Welfare

- Data capture that is measured and timely - we report progress home three times a year.
- Minimal written reports.
- No requirement for teachers to submit lesson plans, even for lesson observations.
- Teaching staff are only required to do a maximum of one twenty minute duty each week.
- Supportive yet challenging governance, which understands that teachers are our most valuable resource.
- We are a school that appreciates the importance of family. We do our best to support staff when there are issues and requests for additional leave regarding family events and an Additional Leave policy that supports staff when they may need time off school.
- A teaching load of 42/50 one-hour periods of teaching per fortnight maximum.

Support

- The school calendar is planned in advance across the whole year so people know what is happening and when.
- In-house cover supervision team.
- A comprehensive pastoral team to help with supporting our students with behaviour and wellbeing.
- A highly effective and proactive support staff that play an important role in supporting teaching and learning.
- A Marketing, Events and Visits team that are responsible for organising key school events and trips.

Benefits

- School budgets are set making the assumption that everybody will get their incremental pay rise.
- Cycle to work scheme.
- A three-week Christmas holiday.
- Healthcare cash plan.
- Occupational health support.
- Priority admission for staff children (see admissions policy on school website).
- Employee Discount Scheme (Multiple Retailers – Kent Reward Scheme).
- Opportunity to perform paid lunch-time duties (with free lunch).
- Free annual flu vaccination.
- Employee Assistance Programme.
- Free tea and coffee provided in the staff room.
- Use of onsite canteen offering hot meals and salad bar.
- Opportunities to participate in enrichment activities e.g. theatre visits.
- Opportunities for flexible working.
- Free on-site parking.
- Membership of the Teachers' Pension Scheme (TPS) or Local Government Pension Scheme (LGPS).

Environment

- Pleasant working environment with very well-behaved students.
- Eleven acres of school grounds set in Green Belt land at Tonbridge Campus.



Job Description

Operational Responsibilities

- To support the Senior Science Technician and be responsible for the day to day management of the Science Technicians and Science Laboratories at one site, deputising when the Senior Science Technician is based at the other site.
- To keep abreast of developments in your key areas, to think creatively and constructively to ensure that the job is done in the most effective and efficient way.
- To assist the Senior Science Technician in developing and enhancing the practice of other members of the Science Technician team; this will involve occasionally supporting and leading of less experienced colleagues working at the site.

Accountabilities

- Providing a professional efficient and cost-effective support service, with a 'right first-time mentality' and minimal errors.
- Bring about, monitor and evaluate a support culture that will bring positive benefits to student learning.
- Be responsible for your own professional development and accountable through the school's performance management system.
- Create, maintain and facilitate effective relationships.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Assist in the preparation and delivery of practicals at all levels.
- Researching, constructing, maintaining and modifying apparatus to provide innovative practical experiences for the students.
- To work as a member of the Science team and provide support for the Science team, communicating effectively with teachers and other support staff.
- To prepare materials and resources as requested by subject teachers to enable the delivery of the school curriculum.
- To maintain the Science rooms and equipment to enable the delivery of the curriculum in clean and safe working conditions.
- To attend staff meetings as directed by the subject leader.
- To use ICT to record/administrate work.
- To work with other members of the support team to maintain and monitor stock levels.
- Carry out routine tasks as directed by the subject leader to ensure the effective delivery of the Science curriculum.
- To have a commitment to developing personal skills to ensure professional development is ongoing and meets the aims of the Science department, the students and the school.

Person Specification

	Essential	Desirable
Qualifications & Experience		
Science degree, or equivalent		✓
Experience of working within a lab environment	✓	
Outstanding classroom technician		✓
Evidence of working successfully in a support role with students		✓
Working knowledge of COSHH and CLEAPPs health and safety regulations		✓
Skills & Knowledge		
Able to communicate effectively, orally and in writing	✓	
Able to consistently demonstrate effective planning for practical lessons to help support the delivery of outstanding lessons	✓	
Confident in own ability to be effective and to take on challenges	✓	
Ability to relate well to students, colleagues, parents and Governors	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Personal Attributes		
Have a positive approach to education with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	



Application Process and Safeguarding

Applications

[Application forms](#) can be found on our website or on tes.com and should be sent to Human Resources at HR@wealdgs.org. The communication should set out how your proven relevant experience relates to this role. For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted.

References

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Safeguarding Duties and Responsibilities

This role is a teaching or teaching support role involving extensive contact and responsibility for children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty and be responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy at all times and complete appropriate training. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Head.

Applicants will be required to undergo child protection screening appropriate to the post. Since this role involves 'regulated activity' with children, the successful applicant will be required to complete a Disclosure and Barring Service (DBS) disclosure application. Employment will be conditional upon the School being satisfied with the result of the Enhanced DBS check and the outcome of all the other checks.

The School will also carry out a check of the Children's Barred List on the successful applicant. Applicants should be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

This role is also exempt from the [Rehabilitation of Offenders Act 1974](#) and the School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS [filtering](#) rules) in order to assess their suitability to work with children.

Please read our [safer recruitment policy](#) & [recruitment of applicants with a criminal record policy](#) before completing your [application](#). Please also be aware of our [Safeguarding / Child Protection Policy](#).

More Information

For more information on the role, or to come and visit Weald of Kent prior to applying then please contact HR on HR@wealdgs.org. We look forward to hearing from you.