

Albany Academy

SCIENCE TECHNICIAN APPLICATION PACK

JULY 2024

ALBANY ACADEMY
Science Technician
required from September 2024.
Scale 4 (£24,294 to £25,979 pro rata)
32 hours per week 195 days (Term time plus 1 week)

We are looking to recruit an enthusiastic and energetic Science Technician.

Albany Academy is a highly successful and popular 11-16 school situated in Chorley, Lancashire. With 726 students currently on roll, the school provides an outstanding education within a nurturing and caring environment where every student is well known by every member of staff.

The governors are looking to appoint a dynamic, enthusiastic and inspirational person to work within the Science team to support the faculty, by assisting teachers or support staff in the preparation and maintenance of teaching resources and equipment for students in the science faculty.

The successful candidate will join the trust at an exciting time:

- We are a Living Wage Employer.
- The school is part of Albany Learning Trust, a tight knit academy trust and has links across the region with other schools, trusts and education organisations.
- Behaviour of students in our schools is excellent.

The successful candidate will:

- Share our belief that all children can become high performers.
- Have a strong commitment to helping students succeed.
- Be positive and a role model to students and colleagues.
- Share our commitment to personal professional development.
- Work well with all colleagues.
- Be able to maintain a high standard of work.

Albany Academy is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. Please note that an enhanced DBS disclosure is required for this role.

Application documents are available to download in the vacancies section of the school website www.albanyacademy.co.uk/vacancies

Apply online by the closing date of midday, on Monday 15th July 2024
vacancies@albanyacademy.co.uk



July 2024

Dear Applicant

Thank you for your interest in the post of Science Technician.

Albany Academy is a highly regarded small school located in the south of Chorley, an area that boasts excellent schools and colleges in all phases. The academy is a high performing school, which has an excellent reputation in the local area and is heavily oversubscribed. It is consistently in the top 10 schools in Lancashire for pupil progress. We are highly ambitious for our students, our staff and the wider educational community and we provide support for other schools, work closely with other providers and have established the first School Trust of its kind in Lancashire. We have strong links with local teaching schools and local primary schools and we are part of the SSAT Leading Edge network and the High Performance Learning network. Several of our staff provide support to other schools.

The successful candidate will work with an experienced and highly successful science faculty, consisting of a team of 8 teaching staff. Experiments and practical work is the bedrock of our science teaching and the science technician plays an important role in designing and preparing resources for staff. Behaviour of students is rated as outstanding by Ofsted, attendance is above national averages and students are well prepared for the next steps in their lives. Students receive support in developing positive behaviour, their aspirations, resilience and leadership within lessons and beyond.

The ideal candidate would be open to new ideas, collaboration and would enthuse and motivate both students and staff, immersing themselves in the Albany community. We expect our staff

Our school website provides a great deal of further information which you may find useful as part of the application process. Our recruitment procedure includes stringent safeguarding checks, which begin prior to interview. We may use internet searches using information held in the public domain to perform due diligence on candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

As an employer Albany Learning Trust offers the following benefits:

Pension: Access to either the teacher pension scheme or local government pension schemes. These offer defined pension benefits, including generous death in service contribution.

Salary: We are proud to be a living wage employer. We offer competitive rates for all roles.

Travel: Membership of cycle to work scheme, which offers up to 40% off the price of a bicycle, including e-bikes.

Support: Our Employee Assistance Programme (EAP) provides confidential support for staff and their families for both personal and work-related matters.

- We train staff in [Chimp Management](#), which helps with people to manage their mind more effectively, with an approach grounded in neuroscience.
- We have free access to Headspace app, which offers meditation and mindfulness for any mind, any mood and any goal.
- We offer membership of the tech scheme, which offers up to 40% off the cost of personal IT equipment and white goods.

Priority: Children of staff have priority admissions to their school.

Development: Our high-quality training ensures personal, professional development and allows staff to become expert in their role. A clear progression route within the Trust also provides opportunities to prepare staff for their next career step. Partnerships with the top professional bodies and training providers ensures high quality, evidence-based training is always available to all staff. All our classroom staff receive training in [High Performance Learning](#) teaching and have access to HPL training pathways. Our leaders are trained by [Leadership Matters](#) and have access to professional leadership qualifications including NPQs.

Please return completed application forms, along with a supporting letter of no more than two sides of A4, before the closing date of mid-day on Monday 15th July 2024. Applications should be submitted electronically to vacancies@albanyacademy.co.uk. I look forward to receiving your application.

If you are successful as a candidate for this post you will be a welcome new addition to our staff. Albany Academy is a small friendly school with a strong sense of identity that engenders real loyalty amongst all who are associated with it.

Yours faithfully

P Mayland
Headteacher

ALBANY ACADEMY

JOB DESCRIPTION

Job Title: Science Technician

Responsible to: Science Faculty Leader

Responsible for: No line management responsibility

Grade: Scale 4 (£24,294 - £25,979 pro rata)

Hours: 32 hours per week / 195 days per year (Term Time plus 1 week)

Purpose of the role

Assist teachers, other technicians or support staff in the preparation and maintenance of teaching resources and equipment for students in the science faculty.

Main Duties

- Maintaining the Preparation room
- Stocktaking of faculty equipment and consumables
- Be involved in ordering equipment and resources for the faculty
- Maintaining ICT equipment within the faculty
- Repair, cleaning and maintenance of faculty equipment
- Preparing and disposing of chemicals for lessons in line with the latest legislation
- Preparing equipment and materials for lesson, including printed resources
- To contribute to the provision of an effective environment for learning
- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of students.
- Assist the Faculty leader in the risk assessments for standard practicals and chemical usage
- Assist in preparing the mock exam papers and entering data to Merit (AQA database)

Other Duties

- To provide first aid care
- To provide duty cover as required at school break and lunch times.
- To support the promotion of positive relationships with students, parents and outside agencies
- To attend skill training and participate in personal/performance development as required
- To take care for their own and other people's health and safety
- To be aware of the confidential nature of issues
- To take an active part in the whole life of the school
- Any other reasonable duties as defined by the Headteacher

Person Specification

Personal Attributes	Essential / Desirable (E/D)	Evidence* (AICR)
<p>Qualifications</p> <ul style="list-style-type: none"> • C grade in both maths and English GCSE • A level science or BTEC in applied sciences • To hold a degree or equivalent qualification • First Aid at work 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A / C</p> <p style="text-align: center;">A / C</p> <p style="text-align: center;">A / C</p> <p style="text-align: center;">A / C</p>
<p>Knowledge / skills / Qualities</p> <ul style="list-style-type: none"> • Excellent science knowledge • Good understanding of health and safety • To relate to and work with others as a member of a team. • To be able to relate to and motivate staff, parents and pupils. • The ability to listen to and understand others. • Consistently high expectation and standards • Willingness to develop own skills and knowledge • High motivation and professional commitment. • A commitment to student centred education. • Good use of ICT - specifically Microsoft Word and Excel • To have knowledge and understanding of recent educational developments. • Continued professional development since qualification • Contribution to wider school life outside the classroom • Experience of Google forms • Willingness to share the trust values 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A / I / R</p> <p style="text-align: center;">A / I / R</p> <p style="text-align: center;">A / I / R</p> <p style="text-align: center;">A / I / R</p> <p style="text-align: center;">A / I / R</p> <p style="text-align: center;">A / I / R</p> <p style="text-align: center;">A / I / R</p> <p style="text-align: center;">A / I / R</p> <p style="text-align: center;">A / I / R</p> <p style="text-align: center;">A / I / R</p> <p style="text-align: center;">A / I / R</p> <p style="text-align: center;">A / I / R</p> <p style="text-align: center;">A / I / R</p> <p style="text-align: center;">I</p>
<p>Other</p> <p>Commitment to undertake in-house development.</p> <p>Commitment to safeguarding and protecting the welfare of children and young people.</p>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A</p> <p style="text-align: center;">A / I</p>

Evidence*

A – application form, I – interview, C – certificate, R – reference.

ALBANY ACADEMY PPD FRAMEWORK - SUPPORT STAFF

Role	What can I do?	How might school support me?	CPD opportunities through Links	Opportunities through the local authority	CPD opportunities through National links
Newly appointed support staff	<p>Consider joining a Professional Association or Union</p> <p>Start a continuing professional development (CPD) file</p> <p>Consider your career goals</p> <p>Become familiar with the National Occupational Standards relevant to your role</p> <p>Explore the school and local authority websites</p> <p>Visit the Training and development Agency (TDA) website for the support staff career development framework</p> <p>Become familiar with the Albany Way and read about the policies relevant to your role</p> <p>Find out about the 5 Every Child Matters (ECM) Outcomes for all children and young people</p>	<p>Induction to school in order to:</p> <p>Understand roles and responsibility within the school</p> <p>Understand about school policies and procedures (for example, Safeguarding policies and protocols and the named Child Protection person) Your role, your Job Description and the relevant National Standards</p> <p>Ensure that you understand the probationary period and the mechanisms for performance review</p>	<p>Visit other establishments</p>	<p>Attend local authority development and training courses</p>	<p>Skills for Life – National Literacy/Numeracy Level 2</p> <p>Adult Education</p> <p>Move On/Learn Direct</p> <p>ECDL/ITQ</p> <p>National Vocational Qualifications</p>
Administration and finance	<p>Understand the school improvement plan and the part you can play</p> <p>Maintain a CPD file</p> <p>Reflect upon the National Occupational Standards relevant to your role</p> <p>Consider career goals and discuss with line manager</p> <p>Prepare for and undertake professional development reviews as part of the schools Performance Management arrangements</p> <p>Indicate training needs through professional review</p> <p>Undertake development opportunities</p> <p>Enrol for Basic Skills/L2 Literacy/Numeracy if not already held</p> <p>Participate in mentoring new colleagues</p> <p>Maintain a Professional Development Portfolio</p>	<p>In addition to Induction (above):</p> <p>A clear and up to date Job Description which is discussed during review meetings</p> <p>Participate in Peer Coaching or mentoring</p> <p>Observation and feedback (as part of the performance management process)</p> <p>Peer observation (of and by peers)</p> <p>The school may provide a mentor to support you undertaking work based qualifications</p> <p>Performance management 1:1 meetings to reflect upon performance, to discuss and agree professional priorities that link with school priorities, national occupational standards and career aspirations</p> <p>Guidance regarding how to keep a CPD file and how it should be used to demonstrate evidence for the National Occupation Standards</p> <p>Opportunities to review school policies and protocols relevant to your role</p> <p>Job Shadowing</p> <p>Participation in staff meetings</p> <p>Opportunities to mentor less experienced colleagues</p> <p>Support to attend training and development identified during performance management</p>	<p>Local support staff networks</p> <p>Training opportunities through local networks</p> <p>Sharing good practice through local networks</p> <p>Best practice visits to other schools</p>	<p>SIMS training and support</p> <p>Courses available through the Local Authority PPD programme</p> <p>Speak to your school PPD Leader</p>	<p>As above plus ...</p> <p>NVQ in Team Leading</p> <p>Certificate in Business Administration</p> <p>Certificate / Diploma in School IOSH Managing Safety Qualification</p> <p>ILM Diploma in Business Management</p>
Caretakers and site managers Team leaders	<p>As above</p> <p>Mentor and coach new colleagues</p> <p>Undertake development opportunities</p> <p>Consider career goals and discuss with line manager</p> <p>Train as a Reviewer to take a role in Performance Management</p> <p>Seek leadership and management qualification</p>	<p>As Above plus;</p> <p>Provision of information through HSE information</p>	<p>Local support staff networks</p> <p>Training opportunities through local networks</p> <p>Sharing good practice through local networks</p> <p>Best practice visits to other schools</p>	<p>Courses available through the Local Authority CPD programme</p> <p>Speak to your school PPD Leader</p> <p>First Aid at Work</p> <p>Manual Handling</p>	<p>As above (top line) plus ...</p> <p>Certificate in Support Work in Schools</p> <p>Award in health and safety in the workplace</p> <p>Certificate in basic first aid</p> <p>NVQ in property and caretaking supervision</p> <p>Foundation Degree (eg in facilities management)</p> <p>www.creativeeducation.co.uk PPD specific to support staff; Technicians, Health and Safety officers</p> <p>www.britsafe.org Managing Safety qualification</p>
Cleaning and site support Team leaders	<p>As above</p> <p>Mentor and coach new colleagues</p> <p>Undertake development opportunities</p>	<p>As above</p>	<p>Local support staff networks</p> <p>Training opportunities through local networks</p> <p>Sharing good practice through</p>	<p>Courses available through the Local Authority CPD programme</p> <p>Speak to your school PPD Leader</p> <p>First Aid at Work</p> <p>Manual Handling</p>	<p>As above (top line) plus ...</p> <p>Certificate in Support Work in Schools</p> <p>NVQ in Cleaning and Support Services Award in health and safety in the workplace</p>

	Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification		local networks Best practice visits to other schools		Certificate in basic first aid www.creativeeducation.co.uk PPD specific to support staff; Technicians, Health and Safety officers
Kitchen staff	As above	As above	As above	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus ... Certificate in Support Work in Schools Award in health and safety in the workplace Certificate in basic first aid Certificate in basic and intermediate Food Hygiene Award in food safety in catering NVQ in professional cookery
Team leaders	Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification				
Pastoral staff and Teaching Assistants	As above plus; Information available in LPDS publications for example, health and well-being, ethnic minority achievement. Become familiar with the Teaching Assistant standards. Oversee a Learning and Teaching project.	As above plus;	Join networks such as Chorley and South Ribble; Attendance, Equalities, Health. L2/L3 counselling and introduction to counselling qualification. Runshaw College - NCFE CACHE in supporting teaching and learning L2/L3	LPDS courses, behavior and attendance, well-being, educational visits, first aid, governor training, safeguarding, school support staff, ethnic minority achievement. Moving and Handling training	Best Practice Network. Support staff courses HLTA National qualifications National Leadership courses www.creativeeducation.co.uk CPD specific to pastoral staff; safeguarding officers cover supervisors Teaching Assistants Librarians

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