

COOMBE
preparing you
for a world of
opportunity



Science Technician

Appointment Information Pack

Message from the Headteacher

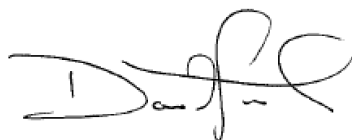
At Coombe Boys' School we are passionate about providing learners with opportunities that they would never have had before. We aim to fire the imagination and develop an aspiration and a work ethic that will enable learners to achieve their ambitions.

We believe that it is essential that school is a challenging, inspirational and transformational experience. We also believe that it must provide a moral framework for learners to live their lives by and that students perform to their best abilities when they feel supported, confident and happy.

We are enormously proud of our academic, sporting and cultural successes, however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school.

Thank you for taking the time to look at the information relating to this post. Please do contact the school if you have any queries or would like a tour of the school.

Kind Regards,



David Smith
Headteacher



Coombe prepares each student for their World of Opportunity by enabling individuals to flourish through:

innovative teaching that is inspirational, compelling and fun. It engages every learner in their journeys of self-discovery, fulfilment and academic excellence;

a community in which empathy, tolerance, integrity and shared purpose promote exemplary behaviour and outstanding relationships between all;

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Coombe Boys' School Science Department

The department consists of an enthusiastic team of nine teachers working in well-resourced laboratories. The department is well equipped in terms of apparatus and textbooks and enjoys the capable help of two technicians. The Science team have been developing innovative teaching and learning strategies incorporating cutting edge technology teaching to help enhance teaching and learning. This includes sets of Chromebooks that can be booked out for lessons. The department and school believe strongly in working collaboratively, sharing ideas and supporting each other to achieve the very best for every member of the Coombe community.



At Key Stage 3 the curriculum is currently delivered in a spiral format which links into KS4. In Years 7 and 8 Science is delivered in specialism with three separate teachers. In Year 9 students embark on the AQA GCSE course and are taught by three specialist science teachers.

At Key Stage 4 most students follow the AQA GCSE Trilogy course and have 10 lessons of Science per timetable cycle. Approximately 60 students follow the Single

(Triple) Science route and have 12 lessons per timetable cycle. Subject specialists deliver the Separate Science Award course.

At Key Stage 5 students are taught the Extended BTEC Level 3 Applied Science course. The course covers many of the same aspects of Science as 'A' level courses and develops fundamental knowledge and understanding of biology (cell function and human physiology), chemistry (preparation and analysis of useful compounds) and physics (using energy transfers) but emphasises the skills needed to work competently and



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safely in a modern laboratory. Results in the department for this course are amongst some of the best in the country.

Through our Trust and our close links with our feeder Primary Schools, STEM days and Science taster sessions are run annually to primary aged students. Alongside this, the department works with Kingston University to enrich and ‘bring to life’ some aspects of the curriculum at KS4. A range of

extra-curricular activities are run that include: revision classes; Science Week activities, KS3 Science Club, Science challenge events and Science trips.

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Job Description: Science Technician

Department or area: Science Department

Responsible to: Lead Science Technician

Responsible for: n/a.

Purpose of the post:

- To provide technical support to the Science department either individually or as a team.
- To assist in the development of the Science department.

Professional Values and Practice:

- Communicate effectively and professionally with all levels of staff, external organisations, pupils and parents.
- Understand the contribution that support staff and other professionals make.
- Contribute to and share responsibility in the corporate life of the school.

Main Responsibilities and Tasks:

- Working with the technical support team to the Science department, including assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus.
- Giving technical advice to teachers, technicians and pupils.
- Carrying out risk assessments for technician activities.
- Giving Health & Safety advice to technical staff, teachers and pupils.
- Organising, storing and checking the condition of chemicals and equipment.
- Attending department meetings.
- Designing, constructing and modifying apparatus.
- Setting up and caring for plant and animal collections.
- Preparing standard solutions, etc, purifying chemicals, treating and arranging for waste disposal.
- Maintaining resources.
- Keeping stock records.
- Ensuring the department's resources are maintained to the required standards.
- Other miscellaneous responsibilities according to the circumstances as directed by the Head of Department or Lead Technician.
- To coordinate the administration of required practical investigations, through preparing paper resources/equipment.
- Help coordinate the Open Evening practical work.

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- To perform any other duties which the Headteacher may reasonably require.

Results, Achievements, Standards

- Support the policies and practices for School Administration which reflects the school's commitment to high achievement and effective teaching and learning.
- Support the shared understanding of the importance and role of the School Office in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.

Teaching and Learning

- Support staff in their drive to raise standards of teaching and learning.

Student Development and Well Being

- Contribute to a purposeful learning environment where learners feel safe, secure and confident.
- Support staff to manage learner's behaviour constructively and promote self-control and independence.
- Understand and participate in the contribution made by the pupils' understanding of the duties, opportunities and rights of citizens; how to recognise and deal with racial/homophobic stereotyping.
- Support the development of:
 - Effective communication and engagement
 - Young person development
 - Safeguarding and promoting the welfare of the child
 - Support transitions
 - Multi-agency working
 - Sharing information

Relationships with Parents, Schools and Community

- Support the partnership with parents to involve them in their child's learning and support the provision of information about curriculum, attainment, progress and targets.
- Ensure the parental contact is friendly, supportive and professional.
- Ensure relationships with the wider community, other schools and external organisations is professional informative.

Learning and Growth

- Managing own learning and performance.

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School Development Plan Focus:

- Support any school initiatives arising from the school development plan.

Appraisal:

- Participate in any arrangements within an agreed national framework for the appraisal of performance.

Key Internal Relationships:

- Headteacher and Senior Leadership Team, Head of Department, Lead Technician, teaching staff, support staff, pupils.

Key External Relationships:

- Parents and local community.

Budget Responsibilities:

- N/A

Health & Safety:

- Ensure health and safety and child protection regulations are observed at all times.

Terms of Employment

Terms of Employment

Time

Support staff do not have Directed Time within their hours. However staff may on occasion be asked to attend after school events and this is compensated for by their non-attendance at twilight Inset sessions.

Undertaking other duties as may reasonably be expected

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.

Agreed by: _____

Date: ____/____/____

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Person Specification: Science Technician

The following comprises the qualifications, personal qualities, skills and experience required to fulfil the duties as outlined in the job description.

Qualifications and Experience

Essential:

- GCSE grade C or above (or equivalent) in both English and Maths.
- Post-16 qualifications in Science.

Desirable:

- Degree in Science or equivalent.
- Experience of working with young people or in a school environment.
- Experience of managing resources.
- Competence in use of Google Docs, Google Sheets and Google Apps.

Knowledge/Understanding

Essential:

- Knowledge of the preparation of laboratory substances and equipment.
- Knowledge of basic filing and administration systems.
- Understanding of how to maintain basic laboratory equipment.
- Able to maintain the appropriate professional relationships and boundaries with children.

Desirable:

- Outline understanding of the curriculum for Science in English schools.
- An awareness of the statutory requirements of Health & Safety.

General/Personal Qualities and Characteristics

Essential:

- Have a friendly and approachable personality.
- Strong interpersonal skills with good oral and written communication skills.
- Be at ease working in a busy environment.
- Be well organised and efficient.
- Ability to work under pressure and in a situation where there are frequent interruptions.
- Ability to work constructively as part of a team but can think and work independently.
- Be prepared to undergo training appropriate for the post.
- Be physically fit and able to move items around the school (no heavy lifting) and help with displays.

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- Ability to meet deadlines and prioritise conflicting demands in the best interests of the student and wider school community.
 - Have a flexible approach to work and be adaptable to the school's needs, including flexibility to working hours when needed.
 - Ability to demonstrate and promote good practice in line with the ethos of the School.
 - Understanding of safeguarding issues and promoting the welfare of children and young people.
 - Suitability to work with children.
-

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‘This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment’

Website: www.coombeboysschool.org
 Facebook: www.facebook.com/CoombeBoysSchool
 Twitter: @CoombeBoysNews/@CBSHeadteacher
 YouTube: [Year 7 Welcome Video](#)

**Coombe Boys’ School
 College Gardens
 Blakes Lane
 New Malden
 KT3 6NU**

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