



Application Pack and Job Description
Dawlish College
Science Technician



Dawlish College Science Technician

Ivy Education Trust is seeking an outstanding individual with drive, passion, enthusiasm and ambition to join our Science department in the next stage of its development. You will support our teachers in delivering outstanding and interactive lessons across different topics within the department leading to high levels of student progress.

As a technician you will provide support to the teaching of Science each day during term time by ensuring that all equipment, apparatus and teaching materials are well maintained and ready for use in the classroom and by supporting teachers and students with their practical work. You will also support and assist with the running of practical Electives and have the opportunity to contribute to our outdoor education programme, including the Duke of Edinburgh award.

Somebody with a high level of personal initiative and someone who works well in a team is required.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about the role, then please email people@ivyeducationtrust.co.uk

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to people@ivyeducationtrust.co.uk.

Completed application forms should be sent to people@ivyeducationtrust.co.uk before the closing date stated below.

Closing date for applications is Friday 14th April at 09:00. Interviews will take place week commencing 17th April.

Job Description

Job Title:	Science Technician
Location:	Dawlish College
Responsible to:	RSL Science & Senior Leadership Team
Salary:	Scale 4, Point 8-12 (£22,777-£24,496) actual starting salary £16,221 pa pro rata. 30 hrs per week 40 weeks a year
Contract:	Permanent
Start Date:	Immediate start

Job Purpose:

In accordance with the practices and procedures of the College, ensure that a safe, effective and efficient technical service is provided for the use of students and teaching staff. To provide technical advice and assistance in the classroom to support students and assisting teaching staff with learning activities.

Main Duties & responsibilities

To assist the Science department with the following:

Science:

- To prepare and assemble apparatus and components for demonstration, class practical work, assessments and examinations
- To prepare solutions and materials
- To install, test and calibrate both existing and new equipment
- To ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition
- To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance
- To ensure that any scientific debris or hazardous material/spills are removed from the sinks, benchtops and other areas to provide a safe environment for cleaning staff and others
- To deal with spillages/emergencies during practical activities
- To ensure that gas and water taps are turned off, and that electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for re-use
- To monitor the condition and stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks
- To diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment
- To ensure that appropriate levels of stock are maintained to meet the requirements of the department
- To ensure that residues and outdated stock are disposed of in a safe, efficient manner
- To set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe, healthy condition for observation and experimental purposes
- Where necessary, to collect live material and undertake any required breeding programmes
- To maintain all safety equipment used by technicians, teaching staff and students to the highest standard

Construction and development of apparatus and equipment –

- To construct and devise equipment to meet the changing needs of practical programmes, including the manufacture of teaching aids
- To adapt apparatus and basic storage facilities
- To construct and maintain the plug-in peripheral equipment for computers and electronic measuring devices

Co-Curricular Electives

- To support the school's Elective programme by helping with preparation, execution and clear-up of practical Electives

By agreement with the right candidate but not core to the role: Duke of Edinburgh's Award

- *To support the organisation of the School's Duke of Edinburgh's Award programme, including expeditions*
- *To attend, support and the coordination for all Duke of Edinburgh's Award events, both in and out of hours, including:*
 - *Expedition training sessions*
 - *Meeting with parents*
 - *Practice expeditions*
 - *Qualifying expeditions*
 - *Presentation evenings*
- *To support the training, supervision and assessment of pupils to successfully complete their Duke of Edinburgh's Award expedition at Bronze, Silver and Gold levels, including in wild country terrain*
- *To assist in ensuring that the Duke of Edinburgh's Award records are kept up-to-date, and to take whatever action is necessary to sustain and improve performance by pupils*
- *To support all Duke of Edinburgh's Award activities to ensure they are conducted in line with relevant health and safety guidelines and legislation and in line with the School's policies and procedures, including those covering trips and visits, safeguarding and data protection. Please note that the School is a Duke of Edinburgh's Award Licensed Organisation and as a result, we do not go through our local borough for the programme.*

General Expectations

- To liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of equipment, furniture, etc.
- Where applicable, to undertake administrative tasks associated with the post, including stock recording, ordering, etc.
- To be aware of, and to comply with, all departmental/college instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation
- To contribute to safe working practice in preparation/storage/teaching areas
- To maintain an up to date knowledge of technical developments in the field
- Set a good example to pupils they work with
- Consider carefully issues of confidentiality when dealing with school matters
- Have high expectations of pupils' behaviour, academic and social abilities
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness

Other duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the school's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the school.
- To follow the school's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.

We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.

- To place the safeguarding of all children in the school as the highest priority
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities
- To comply with the school's Health & Safety policy and statutory requirements

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Role Requirements:	Essential	Desirable	How Assessed
Qualifications:			
Educated to GCSE grade C level (or equivalent) in both Maths and English	√		Application Form
A Science Qualification or relevant experience	√		Application Form
Current First Aid qualification	√		Application Form
If interested in supporting outdoor education, a suitable outdoor qualification to help train pupils and lead expeditions in wild country terrain both within the UK and overseas (Mountain Leader, Hill and Moorland Leader all acceptable)		√	Application Form
Experience:			
Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	√		Application Form; Interview
Experience in specific area in an education environment		√	Application Form; Interview
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools		√	Application Form; Interview
Experience of working with young people		√	Application Form; Interview
Experience of leading adventurous training and expeditions would be an advantage		√	Application Form; Interview
Experience of delivering the Duke of Edinburgh's Award would be an advantage		√	Application Form; Interview
Personal and Professional Skills and Attributes:			
Ability to recognise and understand the need for confidentiality	√		Application Form; Interview;
Enthusiasm for enrichment and 'extracurricular' activities for young people	√		Application Form; Interview;
Excellent planning and organisational skills	√		Application Form; Interview;
Excellent communication skills	√		Application Form; Interview
Ability to work under pressure, prioritise and meet deadlines	√		Application Form; Interview
Excellent analytical skills	√		Application Form; Interview
Ability to relate well to young people	√		Application Form; Interview; References
Highly motivated and enthusiastic	√		Application Form; Interview
High expectations of self	√		Application Form; Interview

High professional standards	√		Application Form; Interview
Well-developed interpersonal skills	√		Application Form; Interview
Ability to work unsupervised & manage own time effectively	√		Application Form; Interview;
Attentive to detail	√		Application Form; Interview
Ability to use initiative to identify and solve problems and get results	√		Interview
Flexible and adaptable approach	√		Application Form; Interview
Willingness to participate in training/ development as/when identified by line manager	√		Interview
Evidence of continuing professional development		√	Application Form; Interview
Ability to work effectively as a member of a team	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.