

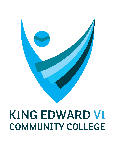
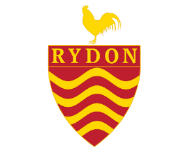
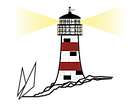
**Science Technician**

**Permanent Position**

**14 hours per week (term time only)**

**Candidate Information**





**Welcome from Education South West**

Dear Candidate,

Thank you for your interest in Education South West - we are always on the lookout for exceptional talent to join us and contribute to our team of creative education professionals.

At Education South West we believe that education makes children’s lives better, it is as simple as that; it enables them to lead great lives in every sense of the word. We believe that every child has the right to achieve all that they are capable of and more, regardless of their background or raw ability.

Across all of our schools our staff aim to provide an educational experience which is outstanding; our schools all believe strongly in the power of and broad and balanced curriculum. Sport, art, technology drama and music play an important role in all of our schools.

We encourage innovation, creativity and individuality. By sharing this individuality and creativity we firmly believe that schools and communities become stronger through unity and collaboration.

We are caring and compassionate. Every individual in our schools matters and we believe strongly that children and staff should enjoy their time at school, and work. A positive can-do attitude to their work and study is a must. The happier and more stimulated a person is the more motivated they are to improve.

We believe in developing a positive attitude to learning and to life, in having clear goals and in providing a supportive environment to help the realisation of these.

We support and challenge our school leaders and the staff in our schools to be the very best they can, leading effective teams at every level, growing future leaders and working together to provide an exciting education for all.

We welcome and support aspirational and ambitious teachers and classroom support staff, dedicated to supporting children through their time at school.

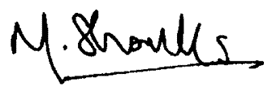
We offer excellent opportunities and professional development through in-school CPD, our Research School status, through our teaching schools and through our links with the wider education community. We are ambitious for our children and our employees and always look to support, challenge and develop talent, whatever stage you are in your career.

When recruiting staff to work with children we place great importance on:

* people who go the extra mile
* a commitment to professional development and a desire to continue learning, via research, private study and in learning from others
* a desire to ensure that everything that is done within schools is the very best it can be
* a firm commitment to the philosophy that we work in education to improve young people’s lives and improve society; we serve our communities and the wider populace
* the ability to develop positive relationships with pupils, students and parents
* good interpersonal and communication skills when liaising with stakeholders
* a good sense of humour
* a commitment to working in partnership with others and sharing selflessly best practice within and outside of ESW

Your journey with ESW starts here and I look forward to meeting you in the future.

Yours faithfully,



Matthew Shanks

CEO

**Welcome from KCC Governors**

Dear Candidate,

This is an exciting time for Kingsbridge Community College. The Governing Body look back over the last few years with a sense of real pride in what continues to be achieved by the leadership, staff and students of Kingsbridge Community College

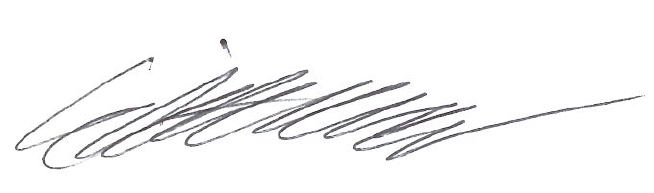
I never cease to be amazed at the commitment, talent and hard work from the staff that I see when I visit. The students are a real credit to the community and make giving up my time a privilege.

The Principal and senior leadership team have a common sense of purpose and vision; you will enjoy the backing of a dedicated and supportive team of governors who will value your contribution to the creativity and innovation of an existing first-class team of staff.

Most importantly you will be someone whose focus is on helping every single student within our College to maximise their potential and be the very best that they can be during their time with us.

Thank you in advance for the time that I know you will commit to this process.

Yours faithfully



**Steve Tucker**

**Chair of Governors**

**Letter from the Principal**



Dear Colleague

**Science Technician**

**14 hours per week/Term time only**

**Permanent position starting as soon as possible**

Thank you for your interest in Kingsbridge Community College and the position we have available. I am delighted that you are considering joining our accomplished team and I hope that this information pack along with the school website gives you all of the information that you need to apply for the post. Kingsbridge Community College is an inspirational place to work and visitors to the school all comment on the commitment, behaviour and academic qualities of our young people, the fantastic resources and school buildings, and the strong supportive relationships evident between staff and students.

This is an opportunity to join the school at an exciting point in our journey. In January 2017, we merged our Multi Academy Trust to form Education South West, with 10 schools spanning primary, all-through and secondary: nearly 5,000 students and 600 staff in total.  The aim of the Trust is simple: to work together so that children can lead great lives.

We are fortunate to be able to attract a high calibre of staff to KCC. Our staff are friendly and supportive and we offer a whole range of professional development opportunities no matter what stage you are at in your career. We want all of our teachers to be exceptional and so offer unrivalled professional development and support. Many of our senior and middle leaders started as teachers with us and have developed into highly talented practitioners. We offer internal and external training through our National Professional suite of qualifications including NPQML and NPQSL - your professional development is important to us.  We are currently graded Good by Ofsted.

If you have a genuine desire to do the best for young people, then we would welcome your application. The school is committed to safeguarding pupils and personnel, and will conduct checks based on the information in your application. If you are selected for interview, safeguarding will feature in the interview programme.

If you wish to visit the school or have any questions about this role, please feel free to contact the school and ask to speak to my PA, Emma McQuitty. Applications must be made by completion of an application form, and candidates invited to interview must supply a signed copy of their application form before their interview takes place. We would also request that interviewees bring to the interview original copies of relevant exam certificates, and where available original copies of their DfE registration and DBS disclosure.

The closing date for applications is **9.00am Friday 4th October 2024**.

Yours faithfully



**Tina Graham**

**Principal**

**THE DEPARTMENT**



We were one of the first Specialist Science Colleges designated in 2003.  We have been involved in a large number of exciting and innovative activities over the last few years.  The Science department currently comprises 15 teachers, supported by 3 laboratory technicians. We have a £3 million Science Centre with 14 laboratories.

All KS3 students currently follow a two-year programme of study. In Year 9 students begin to study the GCSE content taught by one teacher.  In year 10 and 11, students study either Combined Science or Separate Sciences for GCSEs. All staff teach their specialist subject at GCSE.   A Level courses taught include Biology, Chemistry and Physics, all with OCR. We also run BTEC Level Three in Applied Science for those students most suited to a vocational pathway. There is a large uptake across the Sciences in the Sixth Form.  We have established strong links with our feeder primary schools as well as initiatives such as Science Week, after-school clubs, links with Plymouth University, the Marine Biological Association, Ogden Trust, National Marine Aquarium and the community. We are the lead school for the South West Teaching School Alliance Science Network.  Our National Teaching School status has allowed us to develop our Science teaching training and continuing professional development programmes.

**THE POST**

Term time only post to provide specialist support in the Science Department including preparation and maintenance of resources and support to staff and students.

No formal qualifications required but a good overall standard of education essential.

Permanent position: Salary: C5-C7 (£24,790-£25,584- full time equivalent). Pro rata: £ £7,791 (C5) to £8,041 (C7) approximate salary. 14 hours per week / 38 weeks per year. Hours to be discussed at interview.

**A COLLEGE WITH A NATIONAL REPUTATION**

We all came into teaching in order to make a difference and to help students to develop the attributes they need to go on and lead great lives. We have the resources, support and wider networks that will enable you to do this, and offer you the wider opportunities to develop your leadership not just at the College but across the system. Our ambition is simply to be one of the best schools in the country, and we are at the forefront of shaping the school-led system.

KCC is an 11-18 comprehensive school and a member of Education South West which comprises 4 secondary schools (one all through) and 6 primary schools within Devon. The schools within the ESW family share a common desire to give our children the education, opportunities and confidence that will enable them to lead great lives.

We converted to an academy in January 2011 and in September of that year we were honoured to be in the first 100 schools in the country to be designated a Teaching School and this year we were successful in bidding to become the lead school in a new Teaching School Hub: Teaching Schools South West. This is a partnership between Teaching Schools, MATs, Research School and Curriculum Hubs, which means that our staff can access the best, most up to date training and support in the South West and Nationally. We are appointed as one of only 32 licence holders to

run National Professional Qualification programmes including NPQH, NPQSL and NPQML. Our charitable company, Leading Schools South West, has now trained over 600 teachers on these programmes.

Since we became one of the first designated National Research Schools in 2016, Kingsbridge Community College has been working closely with the Education Endowment Foundation (EEF), Institute for Effective Education (IEE) and our other partners to develop evidence informed approaches to teaching and learning across the Southwest of England, helping schools and teachers to make better use of evidence to inform their teaching and learning.

Our ambition and dynamism are far-reaching. It means that you have unprecedented opportunity to work with colleagues in other schools, lead professional development programmes and develop the skills and profile you need for your next promotion.

**THE COLLEGE’S FACILITIES**

The College is situated on the edge of the town with wonderful views over the surrounding countryside. Extensive building programmes have resulted in enviable facilities.

We have built over £14 million of buildings in the last 12 years in more than 6 different projects. This has resulted in all departments teaching in modern, specialist facilities. It also tells you about our drive and ability to get results: all these developments were as the result of successful bids, and all the building processes were managed by ourselves – on budget and on time.

**STAFF AND STUDENTS OF THE COLLEGE**

All staff are considered leaders within the school and given the opportunity to participate in the decision-making process through regular departmental, pastoral and staff meetings – and whole school events. Staff commitment is high and new teachers are expected to demonstrate similar commitment as well as high quality teaching and a willingness to contribute to the ethos and broader life of the school.

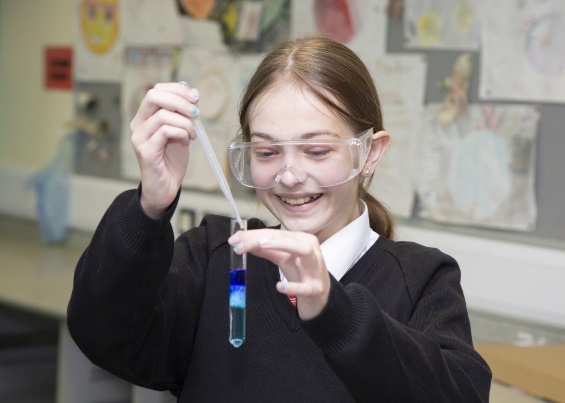
Relationships between staff and students here are excellent. We see evidence of this in the time which staff devote to giving students individual help out of classes and the time and energy they commit to trips. Our students are generally well motivated and responsible, and we receive many plaudits when they are out and about on visits. We are a fully comprehensive college, with plenty of able students who go on successfully to universities including Oxford and Cambridge.

**CONTINUING PROFESSIONAL DEVELOPMENT**

We are very clear in our belief that the staff are our best resource, and invest a lot of time and resources in continuous professional development.  We place a great deal of importance in supporting trainee teachers and ECTs.  All of our ECTs have an individual mentor as well as mentoring from a senior member of staff in the College and a regular seminar programme.  We do our very best to offer all our staff a continuous training programme as their career enters different stages from NQT through to preparation for middle and senior leadership, and then on eventually to headship.  Our policy is to train our own staff who can then lead others.

We also use Incremental Coaching as the basis of regular developmental discussions for staff.

**THE CURRICULUM**

We have an admission number of 203 students in each year group which we organise into seven mixed ability tutor groups. They are taught in mixed ability groups at Key Stage 3 except in Maths, MFL and Science.  Students are taught either French or Spanish in Year 7.

We have a very clear vision of what makes teaching and learning at Kingsbridge distinctive. Learning here is exciting, inspiring, engaging and effective. We train all our staff in using effective teaching and learning strategies based on the work of the EEF and Research School. We support staff by having a programme of Incremental Coaching that

ensures that all staff have access to a coach who focusses on in-lesson improvements in teaching strategies.

Our Sixth Form offers a wide programme of A levels and vocational qualifications. We are very proud of the breadth of our curriculum with many opportunities for enrichment as part of the Sixth Form which prides itself on being a thriving community of its own.

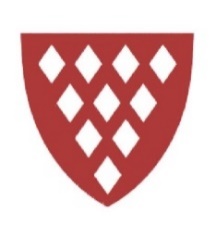
**EXTRA CURRICULAR**



We have a thriving extra-curricular programme which is always changing and always developing. We will discuss with you at interview how you would like to contribute to this programme. We run many sports teams who achieve County and national success, and stage many different concerts and drama productions throughout the year. Other clubs and activities range from chess to rocket building! We hold a Challenge Week at the end of the Summer Term where all students opt for residentials or daily activities, with options ranging from residentials in France, Holland and Spain to cycling across Devon and Dorset staying in YHA’s along the way.



There are many other trips and visits which enhance the curriculum including a Technology residential in London to look at all aspects of design, English and Drama residentials in London and Stratford, a Media Studies residential in Manchester and Hollywood, Geography and Biology field trips and so on. In recent years we have had expeditions to South America, Africa, China, Borneo and India. Staff would not give up this time if they did not enjoy working at Kingsbridge with our students, and we are enormously appreciative of their time and goodwill.



**KINGSBRIDGE COMMUNITY COLLEGE**

**Job Description**

Post Title: **Science Technician**

Responsible to: **Lead Science Technician**

Grade: **NJC Scale C**

Hours: **14 hours per week/38 weeks per year** (term time only)

**Hours to be discussed at interview** (inc. half an hour unpaid) lunch)

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Job purpose**

To provide specialist support in the Science Department including preparation and maintenance of resources and support to staff and students.

**Accountabilities**

1. Under the overall control of the Head of Science and Head of department to coordinate the use of practical resources and facilities and provide assistance in meeting the practical needs of the Science curriculum, including liaising with teaching staff and support staff outside the department.

* Preparation of resources, assembling apparatus
* Obtaining materials by local purchase
* Carrying out risk assessments for technician activities
* Assisting in practical classes and carrying out demonstrations

1. To ensure the maintenance of a healthy and safe working environment through:

* Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
* Keeping up to date with current procedures and practices through continuing professional development
* The provision of technical advice and support on health & safety issues to teaching and trainee technical staff
* The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
* The health and safe storage and accessibility of equipment and materials
* Keeping up-to-date with health and safety requirements and with developments in practical science
* Giving health and safety advice to technical staff, teachers and students
* Disposal of waste materials
* Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks
* Organising, storing and checking the condition of chemicals and equipment
* Attending department meetings

1. To contribute to the design, development and maintenance of specialist resources and/or long-term projects

* Constructing and modifying apparatus
* Setting up and caring for plant and animal collections
* Preparing standard solutions, purifying chemicals, treating waste

1. To support the Head of Science and Head of Department in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.

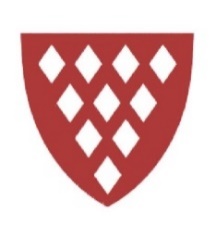
* Checking stock, ordering
* Keeping stock records
* Maintaining resources

1. Under the overall guidance of the Head of Science and Head of Department, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

* Collecting, checking and returning equipment to stores
* General laboratory cleaning of bench surfaces and fixed equipment
* General cleaning and repair of equipment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** | (Principal) | **Signed:** | (Member of Staff) |



**KINGSBRIDGE COMMUNITY COLLEGE**

**Science Technician**

**Person Specification**

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process.

|  |  |  |
| --- | --- | --- |
|  | **Essential/**  **Desirable** | **Evidence Base** |
| **Qualifications** | | |
| No formal qualifications required but a good overall standard of education essential. | Essential | Application Form/Certificates |
| **Professional Experience and Knowledge** | | |
| Experience of working in a school/laboratory environment | Desirable | Application Form |
| Confident to set up and deliver practical demonstrations (once training has been completed) | Essential | Application Form/Interview |
| **Skills/Attributes** | | |
| Ability to fix and repair equipment/mechanical skills (or to be able to acquire these skills quickly with training) | Essential | Application Form / Interview |
| Ability and willingness to undertake professional development as required | Essential | Application Form / Interview |
| Excellent communication skills, written and verbal | Essential | Application Form / Interview |
| Flexibility and willingness to accept change, and work on one’s own initiative | Essential | Application Form / Interview |
| A good sense of humour, energy and enthusiasm | Essential | Application Form / Interview |
| Ability to work effectively as part of a team | Essential | Application Form / Interview |
| Ability to maintain complete confidentiality and discretion at all times | Essential | Application Form / Interview |
| Able to manage time effectively | Essential | Application Form / Interview |
| Excellent problem-solving skills | Essential | Application Form / Interview |

****

**How to apply**

**Application deadline**

Completed applications must be received by **9.00am,** **Friday 4th October 2024.**

Please submit your application to Emma McQuitty:

[emma.mcquitty@educationsouthwest.org.uk](mailto:emma.mcquitty@educationsouthwest.org.uk)

**Completing your application**

Candidates are asked to complete all the standard information required on the application form.

The Governors are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure via the Disclosure and Barring Service.

**Discussion and visits**

Visits to the College are welcome. Please arrange a suitable time with Emma McQuitty [emma.mcquitty@educationsouthwest.org.uk](mailto:emma.mcquitty@educationsouthwest.org.uk). Telephone: 01548 852641 ext. 2502

**References**

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are informed of the need to respond within the timescale set. In all cases, at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.

****