



Science Technician

Term-Time only (INSET days paid as overtime when required)
Actual Salary in range £15,000-£17,000 dependent on experience

Permanent

From April 2023

8.15am-3.45pm





Headteacher
Michael J Scott
BA(Hons) Exon NPQH FRSA



Thank you for downloading information about the post of Science Technician in our fantastic school. The post falls vacant with the current postholder taking up a new challenge outside of education. We would be pleased to welcome applications from candidates with similar experience in a school setting or those with a science background and career experience in a different sector or recent graduates in any science discipline.

This pack contains lots of information about NGHS and the Science Faculty and I hope it is useful to you to see what a great team and school you will be joining. The successful postholder will work together with our very organised and talented Senior Science Technician and a team of eight science teachers (7.2 full time equivalent) in a busy prep room. The faculty are very well experienced practitioners with a genuine love of their subjects.

I am in my sixth year as Headteacher here and consider it a privilege and delight to lead a school with such enthusiastic, intelligent and caring girls and a truly dedicated and supportive staff. We are very much a **family** and a **team** at NGHS; my colleagues work exceptionally hard to help each student to achieve their potential and they also support each other. We take staff well-being extremely seriously and our Well-being Charter is included in this pack to show you what we do.

NGHS is an outstanding girls' grammar school. We were very recently inspected by Ofsted in November 2022 and the school was judged **outstanding in every category**, placing us in the top 3% of schools. [Please read the report here](#); you will see why I am so proud of our staff and students. We are also the 2020 West Midlands Secondary School of the Year and have

recently won a number of accolades rewarding our work in supporting Mental Health, Holocaust Education, the Be Kind Award and the AcSEED Award.

As a small school, there is a real sense of everyone working together when it comes to organising events and supporting house competitions. Our house system is a key feature of our school and fierce (but also friendly!) rivalry is seen at house competitions. Regular attendance monitoring leads to rewards for forms with the greatest number of students hitting our ambitious attendance target of 97%. **Support staff are encouraged to get involved in the wider life of the school, too and we are one staff body at NGHS!**

Our governing body is incredibly supportive and experienced. The school is financially secure and we have been successful twice within four years for government-funded expansions. We are heavily oversubscribed and hold an annual entrance test. We have, on average, 120 girls in each year group. The sixth form is also oversubscribed and we take students from a number of 11-16 and 11-18 high schools as well, of course, as our own Year 11s.

Opportunities like this do not arise very often, so I wish you every success with your application. If you'd like to speak to me prior to applying, please contact jobs@nghs.org.uk or call us on 01952 797550. I sincerely hope that you will apply. I know how much time it takes to complete an application and thank you in advance for ensuring that it is with us by the deadline.

The Curriculum

The curriculum is currently divided into 50 fortnightly periods, although weeks A and B are largely very similar. As you might expect in a selective school, our curriculum is unashamedly academic and all KS3 students study both French and German as well as Biology, Chemistry and Physics as discrete subjects. All girls have a weekly PSHE lesson and two hours of PE.

GCSEs are chosen in Year 8 with a three-year KS4 in operation. This was scrutinised by Ofsted in 2019 and they agreed with our view that this model best suited our students. Year 9 students study four options (to include at least one MFL, a humanity, a practical subject and one other choice). This selection is then reduced by one in Year 10. We teach GCSE courses thoroughly with a particular focus on greater depth and preparation for A-level. Students are taught skills and knowledge beyond the requirements of the GCSE specifications.

In the Sixth Form, we have about 80-85% student retention but receive applications from girls in other schools with over 100 students in the current Year 12, demonstrating our increasing popularity. There are 18 A-level choices and AS PE with no pre-determined option blocks. All students have a lesson of PSHE and PE in the sixth form to ensure a balance with wellbeing. Most girls take 3 A-levels plus EPQ in Year 13 and some take 4 subjects. Students have 9 fortnightly hours of tuition per A-level subject.

Staff Development

Our colleagues are our most valued resource. The majority of NGHS staff have been in post for 5-15 years, but there is a small turnover each year; usually colleagues leave to take up promoted posts or retire. Internal promotions also occur. Morale is high and staff work in faculty groups with similar subjects grouped together (e.g. Art & Technology). Most staff are form tutors. Recent appointments have included two early career teachers and a teacher with 25 years experience.

Opportunities for professional development have been largely exam-board specific in recent years, but the school now utilises a range of providers to offer different forms of training. In-house training is also offered where appropriate and the school has four INSET days per year plus twilight sessions in Professional Learning Groups, led by staff for staff. Calendared 'Good Practice Weeks' enable staff to learn new ideas and skills from each other through training sessions and classroom observations. A new whole-school T&L focus in September 2021 is based around Rosenshine's Principles of Instruction and we are now in Year 2 of this three-year project.

There is a real camaraderie among colleagues. Support staff are equally valued and part of the team. We work hard together and celebrate our successes together. Examples include responding to the call from Ofsted and navigating the Covid19 lockdowns.

Pastoral Care / Student Leadership

Often identified as the jewel in our school's crown, our pastoral system has been overhauled since the current Headteacher took up post. Form tutors are the first port of call unless the matter relates to safeguarding or a more complex case. Heads of Year lead a team of tutors and our form groups are largely based around our fabulous House system.

Our pastoral team was further enhanced in 2018 by the appointment of two non-teaching Wellbeing Officers (one for Years 7-10 and one for Years 11-13). Both support students and staff to stay fit and well, physically and mentally, and liaise with outside agencies. We also have two Counsellors and a Pastoral Administrator who oversees medical provision as necessary.

Attendance settles annually at around 97% across NGHS and staff work together to ensure absences are challenged in line with our attendance policy.

There are many opportunities for pupils to support each other through mentoring (academic and pastoral) and to lead activities within our House system. Positions of responsibility exist in all years.

Outside of lessons, students engage in a wide range of extra-curricular activities and a Curriculum Enrichment Week runs in June. The Duke of Edinburgh Award is also popular with nearly all students completing Bronze Award in Year 9.

Science at NGHS

(Head of Faculty: Dr Sandi Catalan)

The Science Faculty comprises eight staff, three of whom work part time. There are six laboratories and one classroom dedicated to science teaching. Since 2018, considerable investment has been made in laboratory facilities with a full refit of two laboratories and partial refit of one more. Grants from the Wolfson Foundation and school funding including by our PTA have contributed to this programme. All laboratories have the provision of interactive TVs and cameras for practical demonstrations. Visitors to the school often comment on the excellent facilities and their upkeep.

In KS3, all students have three weekly hours of teaching which is delivered as discrete lessons in Biology, Chemistry and Physics with some overlap between teachers. Students join NGHS with a variety of science experiences at KS2 and, as you might expect, there is an emphasis on safe laboratory practice as well as a number of experiments to instil excitement and curiosity in science. All Year 7 students take part in a science curriculum visit in Curriculum Enrichment Week.

KS4 begins in Year 9 with all students taking separate sciences (AQA). Students are taught in mixed-ability classes with the significant majority attaining grades 9-7 from two weekly periods of teaching in each science. In 2022 (the last year of formal public examinations), 90% of students achieved a Grade 9-7 in Physics and Biology and 85% in Chemistry. In Chemistry around one third of candidates achieved a Grade 9.



A-level science courses are the most popular at NGHS with two/three classes of biology and chemistry and one physics being the norm. In 2022 there were 33 chemistry candidates and they achieved around 65% A*-B. Similar results were seen in Biology whereas Physics saw a similar percentage achieve A*-A from a cohort of 11 candidates. A significant number of students apply to study science-related disciplines at university.

Enrichment wise, the chemistry team work closely with the University of Birmingham and staff often attend evening lectures with sixth formers. Considerable success has also been achieved both in Salters and the Chemistry Olympiad. Students

have achieved Gold Crest Awards with our links to Harper Adams University. Physics students often visit Jodrell Bank.

The Science Faculty looks forward to welcoming a new member of the team in September. S/he will be encouraged to review our current practice and provision before then implementing any improvements they feel are necessary with the support of the Faculty Leader and Faculty SLT link. A smooth handover will also be possible in the summer term.

Further details about the faculty, can be found [on our school website](#).

SUPPORT STAFF AT NGHS—A REAL TEAM EFFORT!

Newport Girls' High School is a small-medium school with just 740 students and around 65 members of staff. There is a real sense of camaraderie and support among the teachers and support staff and there is no divide in terms of opportunities and participation of staff from both teams when it comes to being involved in the wider life of the school. All colleagues are equally valued and appreciated and it is a lovely place to work. All colleagues are used to helping out when necessary to cover absence or to support a colleague at a time of need. This flexibility is appreciated by all at NGHS and makes the team unique. It also contributes to the ongoing success of the team and school.

Our support staff fall into five main groups; administration, pastoral, SEND, finance and technical. The following posts are found within these teams and clear performance management lines exist to ensure clarity and focus, whilst also providing comfort and support when this is needed.

Administration Team

Led by Kathy Jones who is a member of the SLT. Kathy is the school's Operations & Admissions Manager and has overview of NGHS support staff. We also have an HR manager, Data & Exams Officer, Sixth Form Administrator, School Receptionist, Duke of Edinburgh Leader (who also is a Cover Supervisor) and a Reprographics Technician.

Pastoral Team

This comprises our Pastoral and Safeguarding Administrator and two Wellbeing Officers who ensure that girls in Y7-10 and Y11-13 are best supported and their attendance monitored. The team works closely with teaching Heads of Year and is managed by a member of the senior leadership team.

SEND Team

The SEND team is led by Mrs Adele Benoit, our qualified SENDCO. She has been in post since 2019 and was previously our principal art teacher at NGHS. She is supported by a SEND Assistant, who works both in and outside classrooms to provide student support, and a SEND Administrator.



A-level results 2022

Finance Team

Our finance team is managed by the Finance & Facilities Manager and includes a Finance Assistant who also oversees trips and visits.

Technical Team

This team is managed by a range of staff including our Finance Manager and different members of the senior leadership team. The team includes our Site Manager, caretaking staff, IT Manager, Technician, Senior Science Technician and Science Technician.

The support staff look forward to a new member of the team joining NGHS and hope that this brief introduction demonstrates the importance we place on teamwork and camaraderie, whilst also having the opportunity to work in a pleasant, caring environment.

NGHS IN ACTION



Clockwise

World Mental Health Day is recognised annually with our SLT and Pastoral Leaders going very yellow this year. All Year 12 students benefit from a Liverpool Residential each year to aid their transition to Sixth Form. We have very talented sportswomen with regular wins in local and regional finals. Here our winning badminton squad. There is a real sense of friendship and camaraderie between students at NGHS. A-level scientists work with Harper Adams researchers each year. The 2019 team won a trophy for their work. Mr Scott, Mrs Tomkinson and 10 girls attended a Downing Street reception in 2020 for International Women's Day.



JOB DESCRIPTION—SCIENCE TECHNICIAN

DUTIES & RESPONSIBILITIES

- ⇒ To ensure that the preparation rooms and labs are clean and well organised at all times.
- ⇒ To liaise proactively with the Senior Science Laboratory Technician to ensure daily preparation requirements are fully understood and met.
- ⇒ To develop an understanding of the Science curriculum and what resources are required.
- ⇒ To assist the teaching staff in the setting up of practical sessions and demonstrations, including computer and audio visual equipment in accordance with teaching staff requests.
- ⇒ To clear up after lessons to include the washing of used glassware, cleaning of benches and sinks and ensuring that materials and apparatus are returned to their correct place.
- ⇒ To maintain, construct and modify apparatus and equipment in a clean and safe condition;
- ⇒ To carry out safety checks including on electrical equipment, fume cupboards, spills kits, the condition of Bunsen burner and tubing, eye protection, glassware and chemicals that deteriorate.
- ⇒ To maintain tidy organised storage and labelling of apparatus and equipment.
- ⇒ To repair, as far as reasonably possible, any faulty or damaged equipment.
- ⇒ To undertake a resource management/stock control including chemicals and order replacement equipment as necessary.
- ⇒ To purchase teaching materials for lessons, such as seeds, household chemicals or animal parts.
- ⇒ To undertake requisitioning and receipt of supplies and equipment.

- ⇒ To maintain stores of departmental textbooks and store any which are not in current use.
- ⇒ To ensure stationery is available in each lab.
- ⇒ To support with paperwork including photocopying teaching materials and examination papers as requested.
- ⇒ To maintain display areas and change posters as requested
- ⇒ To check and record the condition of utilities. Advise the Facilities Manager of any necessary work and check that the work is carried out.
- ⇒ To attend trips and visits where required.
- ⇒ To actively seek opportunities for professional development and attend and undergo suitable training.
- ⇒ To deal quickly/calmly with any emergencies.

PROVISION OF COVER

- ⇒ To provide cover for absent colleagues as a member of the support staff team in particular for science lessons (Girls usually work in silence and complete the work set, and more).

PROFESSIONAL STANDARDS

- ⇒ To undertake statutory safeguarding training;
- ⇒ To be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- ⇒ To be a role model to students through personal presentation and professional conduct.
- ⇒ To co-operate with the Headteacher in all matters concerning Health and Safety and specifically to take reasonable care of their

own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.

- ⇒ To be familiar with the School and Department handbooks and support all the School's policies.
- ⇒ To ensure your working environment is kept tidy and confidential information is safeguarded at all times;
- ⇒ To be aware of and support difference and promote equal opportunities for all;
- ⇒ To contribute to the overall ethos/work/aims of the school;
- ⇒ To appreciate and support the role of other professionals;
- ⇒ To participate in training and other learning activities and performance development as required.
- ⇒ To establish effective working relationships with professional colleagues and associate staff.
- ⇒ To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
- ⇒ To undertake any reasonable task as directed by the Headteacher.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any changes.

PERSON SPECIFICATION—SCIENCE TECHNICIAN



Area	Essential	Desirable
Qualifications	i. GCSE in English, Maths and Science or equivalent	ii. A-levels / Degree in science discipline iii. First aid qualification
Experience	i. Working in a laboratory or similar environment ii. Working as part of a team in a busy environment iii. Working on his/her own initiative	iv. Experience of working in the education sector v. Pastoral experience in a setting working with young people (school, church, Guides, youth club etc.)
Knowledge and skills	i. A responsible and conscientious approach, especially with regard to health and safety ii. Knowledge of appropriate use of laboratory equipment (including handling chemicals safely) iii. Good numeracy & literacy skills iv. Basic IT skills v. How to work under pressure and multi-task	vi. Current national child protection and safeguarding policies (e.g. Keeping Children Safe in Education)
Personal and Professional Qualities	i. Belief in sustaining high standards of excellence ii. Ability to prioritise, plan, organise well and work as part of team to achieve objectives iii. Empathy with the girls at NGHS iv. High standards in dress, attendance and punctuality v. Suitability to work with children and satisfactory Enhanced Disclosure with the DBS. vi. Sense of Humour!	vii. Knowledge of issues facing girls in a single-sex, high achieving environment

STAFF WELLBEING CHARTER

The Governors, Headteacher and SLT take the wellbeing of all staff very seriously. The charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are very supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.

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|  A dedicated Staff Wellbeing Committee which meets termly |  Complementary tea, coffee, sugar and milk in the staffroom |  Inclusive staff challenges to bring everyone together |
|  A buddy for new staff who join NGHS for their first year |  Counselling service free to all staff both in-house and externally |  Opportunities for career development always considered |
|  An annual flu jab for all staff available upon request each winter |  Greater PPA time than national and no mainstream cover |  Measured approach to lesson observation, drop-ins and good practice weeks |
|  Calendared wellbeing weeks with no evening meetings/events |  Childcare vouchers scheme for those who have children in regular day care |  Annually reviewed Workload Policy; designed by staff for staff to support reducing workload |
|  Deadlines well publicised and annual calendar consultation |  Staff social evening each term - let your hair down and relax |  Communications policy which protects time outside of school day |
|  No student or class data collected for data's sake |  A flexible and generous approach to family appointments, children's events, nativities, sports days etc. |  SLT Open Door Policy at all times including urgent email for non-school days |
|  Dedicated marking afternoon for all staff during internal exam week |  Complementary Christmas Dinner for all staff each year |  Cake, laughter & friendship in the staffroom |
|  Dedicated classroom wherever possible for all teaching staff |  Thank You Friday reward scheme for staff to share appreciation of colleagues |  A firm commitment to the current DFE Staff Wellbeing Charter |



Please complete the application form including the supporting statement (section 5), which should not exceed two pages (font size 11). Please share your career to date and how you feel this experience meets the advertised person specification. We anticipate a strong response and we will score applications fairly against these criteria alone. A **personal letter** showing an understanding of our school is preferable to a generic letter of application. NGHS is an equal opportunities employer. We are committed to the equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief. We particularly welcome applications from colleagues from under-represented backgrounds. The successful applicant will be subject to an enhanced DBS, Barred List check and other recruitment checks in line with Keeping Children Safe in Education Safer Recruitment practices. This includes sourcing police checks for any period of time spent abroad and online name/profile searches for shortlisted candidates.

Completed application forms should be emailed to **jobs@nghs.org.uk** no later than **Monday 13 March 2023 at 9am**. Interviews will most likely be later in the week. Referees must include your current or most recent Headteacher. Letters of application should be addressed to our Headteacher Mr M J Scott.

CVs are unnecessary and will not be accepted. We wish you every success and thank you for your application.