

# THE FOUR STONES

CANDIDATE  
PACK



**TDMS**

PART OF THE FOUR STONES



# A WELCOME FROM OUR EXECUTIVE HEADTEACHER

## Dear Candidate

Thank you for downloading this candidate pack and for taking the time to consider working for our Trust in the advertised position.

I am very proud to be the Headteacher of a School that is determined to make a positive difference to the future of our students and their families, the careers of our staff, as well as contributing to the wider and local community.

The students at TDMS deserve the very best teachers, leaders and support staff and therefore we are looking for an exceptional candidate for this key post.

It is a really exciting time for us as we continue to grow and build upon what is already a hugely successful school.

This post is a great opportunity for you to work with a group of fantastic staff who believe passionately in what they are doing.

At its simplest, our mission statement as a school remains the same each year and that is to work to achieve the best possible outcomes for all our students thereby ensuring the best life chances for everybody in our care.

This is underpinned by a belief that 'an education' is more than just a set of qualifications but is an experience which allows young people to enhance their natural talents, gifts and abilities.

We strive to ensure that all our students are supported to be the kind, articulate, tolerant, resilient and caring young people who will go

into the world beyond TDMS as lifelong learners capable of achieving great things and making a difference.

Our responsive teaching model is simple and straight-forward and we pride ourselves on our outward-looking perspective and use of the latest research in the fields of education and cognitive science to ensure that our practice is cutting edge.

I believe that a successful school is founded upon communication and teamwork and so staff contributions are essential in helping us move our schools forward. The welfare and development of all of our staff is of paramount importance to us and we are relentless in our quest to ensure all of our staff have the opportunity to access welfare and CPD opportunities.

Perceptions play a huge part in choosing your next employer and I encourage you to make contact and to come and visit us as part of your application.

I look forward to receiving your application.



Ruth Allen,  
Executive Headteacher, TDMS

# OUR TRUST

**The Four Stones Multi Academy Trust (MAT) is a family of like-minded schools, that collaborate to provide mutual support, share their good practice, and learn from each other. Our students deserve the best and we do this most effectively by working together.**

Established in 2018 we have grown to have 3 successful high schools across the West Midlands and we have plans for further growth.

We are unapologetically ambitious for every student, no matter what their background, prior attainment or needs. We take great pride in developing relationships between students, staff, and families, in order that we can ensure that success is desirable, demanded and achievable.

We are determined to make a positive difference to the future of our students and their families, the careers of our staff, as well as contributing to the wider community.

We are dedicated to improving standards and are driven to achieve excellence by living and breathing our core values of:



**AMBITION**



**COMMITMENT**



**CREATIVITY**



**INTEGRITY**

## WE ARE AMBITIOUS FOR OURSELVES AND OUR STUDENTS

We set high expectations and standards and strive to achieve excellence in all that we do. We are unashamedly ambitious for the students we serve. We want to provide access to opportunities within the classroom and beyond. We will continue to strive to be the best we can be.

## WE ARE COMMITTED TO BEING THE BEST WE CAN BE

We consistently deliver on expectations and go the extra mile to get the job done, approaching everything with a "can do attitude". We constantly look to improve ourselves and our service, cultivating our knowledge, skill, and attitudes to achieve excellence

## KNOWLEDGE AND LITERACY MAKE CREATIVITY POSSIBLE

Our schools, where students develop the literacy skills on which all further learning depends, cultivate creativity by providing a broad base of academic knowledge that students need to be properly creative. The knowledge we deliver is powerful in that it changes students' perceptions, values and understanding. It encourages students to ask new questions and explore alternate explanations

## INTEGRITY IS ABOUT DOING THE RIGHT THING

We treat others with respect and honesty. We take care of our environment and utilise knowledge and understanding wisely. We nurture our students so that they become young adults of principle and character who support each other in their quest for excellence.

# THE TRUST

As part of our Trust Development, we have the following aims which we call our Trust Dividend



We grow our own future leaders at all levels; we have high-quality CPD. We care about staff development, no matter the pay grade or position.



We integrate our SCITT/Teaching School Hub into the work of the Trust. This helps recruitment, contributes to our CPD programmes and provides opportunities for diversification and networking.



We are research-based, we base our practices on what is proven to work.



Our curriculum is forensically researched, planned and thought through so that our students are equipped with the knowledge they need to be successful in examinations and adult life.



We have the best personal development programme as an entitlement for all students.



We have partnerships with outstanding provision eg music, sport , professional bodies, business and universities.



Our four values are at the heart of all that we do - influencing our culture and our students' beliefs and actions.



Our differences are a strength as schools; our context diversity influences our practice and ability to deliver school improvement.



Our approach to literacy is outstanding and changes students' lives and access to education



Our strong, central services ensure leaders have the capacity to drive school improvement. We are experts in our management of finance, estates, HR and ICT.



Teachers can teach, learners can learn because we create school cultures with high expectations of behaviour and conduct where learning is sacrosanct.



We are kind and driven; the two are not incompatible.

Further details can be found on our website [www.the4stones.co.uk](http://www.the4stones.co.uk)

# THE ROLE

## Job title: Science technician

Salary: Scale 2 (3-4) £24,027-£24,404) pro rata

Hours: 37 hours per week, term time only plus the school training days

Closing date: Tuesday 25 February at 10:00 am

### Summary

To work as a member of a team providing practical support and advice to teaching and learning in the science department.

### Specific responsibilities

#### 1. Support in the Classroom

- The preparation and laying out of apparatus, equipment and other materials for demonstrations in classes.
- To be responsible for preparing stock solutions and maintaining supplies of standard reagents.
- Prepare standard solutions and, purify chemicals and treat waste.
- Ensuring the safe and proper working of equipment and facilities in the relevant practical area (either by informing others or rectifying the situation themselves).
- To be responsible for the handling and safe and proper storage of all chemicals in line with COSHH regulations.
- Assist in practical lessons and carry out demonstrations, providing appropriate advice.
- General support, advice and guidance to students in essential learning skills
- Collect, check and return equipment to stores
- General laboratory cleaning of bench surfaces, sinks and fixed equipment; general cleaning and repair of equipment
- Provide general administrative support within the science department.
- Attend department meetings

#### 2. Consumable and Capital Equipment

- Controlling stocks of consumable items/chemicals, reordering as necessary to maintain supplies and cross checking goods upon receipt.
- Ordering of new equipment, cross checking it on receipt and recording in the departmental inventory, in liaison with the budget holder.
- Maintaining an up to date Inventory and stock list for the relevant department.

#### 3. Health and Safety

- Maintaining Health and Safety requirements, including COSHH regulations to an appropriate level and ensuring staff and students adhere to them. Guide and advise staff as necessary.
- Source appropriate training to further assist ability to provide support and improve skills and experience in relevant subject areas.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.*

# JOB SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Achieved (or currently working towards) an A*-E grade in a science related A-level plus an A*-E grade in A-level maths OR the Extended Diploma L3 in Applied Science at grade DDD or better</li> <li>At least 5 GCSE A*-C/9-4 grades including science, English language and maths</li> </ul>	<ul style="list-style-type: none"> <li>Additional training in a relevant area (eg health and safety etc)</li> </ul>
<b>Key Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>Suitability to work with young children</li> <li>Able to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Ability to liaise with other members of staff in a professional manner</li> <li>Knowledge of promoting inclusion and equal opportunities</li> <li>A basic understanding of health and safety in a laboratory (although further training will be provided)</li> <li>Proficiency at a variety of practical skills</li> <li>Ability to manage own time effectively and demonstrate initiative</li> <li>Ability to follow written and verbal communications with minimal support</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience as a science technician</li> <li>Experience of working in an education setting</li> <li>Experience of procedures relating to child protection and safeguarding</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to use judgement and common sense</li> <li>Approachable</li> <li>Ability to prioritise</li> <li>Ability to work well in a busy environment involving interactions with a range of staff and students</li> <li>Excellent personal organisation and self-motivation</li> <li>Commitment</li> <li>Reliable and trustworthy</li> <li>Flexible approach to work</li> <li>Flexibility to commit to additional hours if required</li> <li>Honest</li> <li>Ability to be sensitive to the needs of others</li> <li>Professionalism</li> <li>Willingness to reflect upon his/her experiences in a critical and constructive manner</li> </ul>	<ul style="list-style-type: none"> <li>An enthusiasm for challenge, development and innovation</li> </ul>

# JOB SPECIFICATION

<p><b>Skills and Abilities</b></p>	<ul style="list-style-type: none"><li>• Suitability to work with young children</li><li>• Able to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• Ability to liaise with other members of staff in a professional manner</li><li>• Knowledge of promoting inclusion and equal opportunities</li><li>• A basic understanding of health and safety in a laboratory (although further training will be provided)</li><li>• Proficiency at a variety of practical skills</li><li>• Ability to manage own time effectively and demonstrate initiative</li><li>• Ability to follow written and verbal communications with minimal support</li></ul>	<ul style="list-style-type: none"><li>• Sensitivity in collaborative work with colleagues</li><li>• Ability to be flexible in order to create effective solutions</li><li>• Knowledge of key stage 3, GCSE and A level science experiments</li></ul>
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# OUR OFFER TO STAFF

**We understand that happy, well-motivated and well-trained staff make the most effective teachers, leaders and support staff.**

Our jobs are demanding, and we are therefore always striving to remove barriers and find ways to make life that little bit easier.

Whether that's making sure that you have time for a cup of tea during the day or ensuring that you have access to the best professional development- it all counts! We want you to enjoy your time at school and thrive professionally.

We understand that working in our trust is only one part of your life and we recognise that balancing the needs of work and your needs, or the needs of others outside of work, can be difficult at times. Working more flexibly can help you achieve a better balance. That why we are constantly reviewing our already extensive family friendly policies so that we can do our best to accommodate you where possible when you need it.

**When working for us you can expect access to an excellent package of staff benefits, which includes:**



### Pension

Access to teachers' or local government pension schemes.



### Flu Jab

Take a free annual flu jab each year.



### Assistance Programme

Access to our employee assistance programme scheme.



### Cycle to work

Help the environment with our cycle to work schemes.



### Discounts

Take advantage of our lifestyle discount schemes.



### Long Service

Help the environment with our cycle to work schemes.





## OUR OFFER TO STAFF

**But here are some of the other ways already established which we believe makes our Trust an excellent place to work:**

- We are committed to your professional development and growth and can offer access to recognised training and leadership courses such as the National Professional Qualifications and other accredited courses.
- Opportunities for promotion- We are always looking for different ways and opportunities to promote from within our schools
- A Trust wide day in December when our pupils are not in school so that our teaching teams have dedicated time to marking the Year 11 mock exams.
- A designated buddy to make sure you always have a sounding board and someone to discuss and share ideas and solutions with.
- We do not expect our staff to answer out of hours emails and the use of personal mobile phones to pick up emails is discouraged.
- Food is always provided on training days, parents' evenings and at other evening events as well as at those times of year when you need it most, such as just before a holiday.
- Admin support is available for our middle leaders.
- A reduced teaching load for our school teaching leaders



# HOW TO APPLY

**Informal and exploratory conversations are welcomed and encouraged. We would ask that you make contact with TDMS to discuss the post in confidence and arrange a visit to the school.**

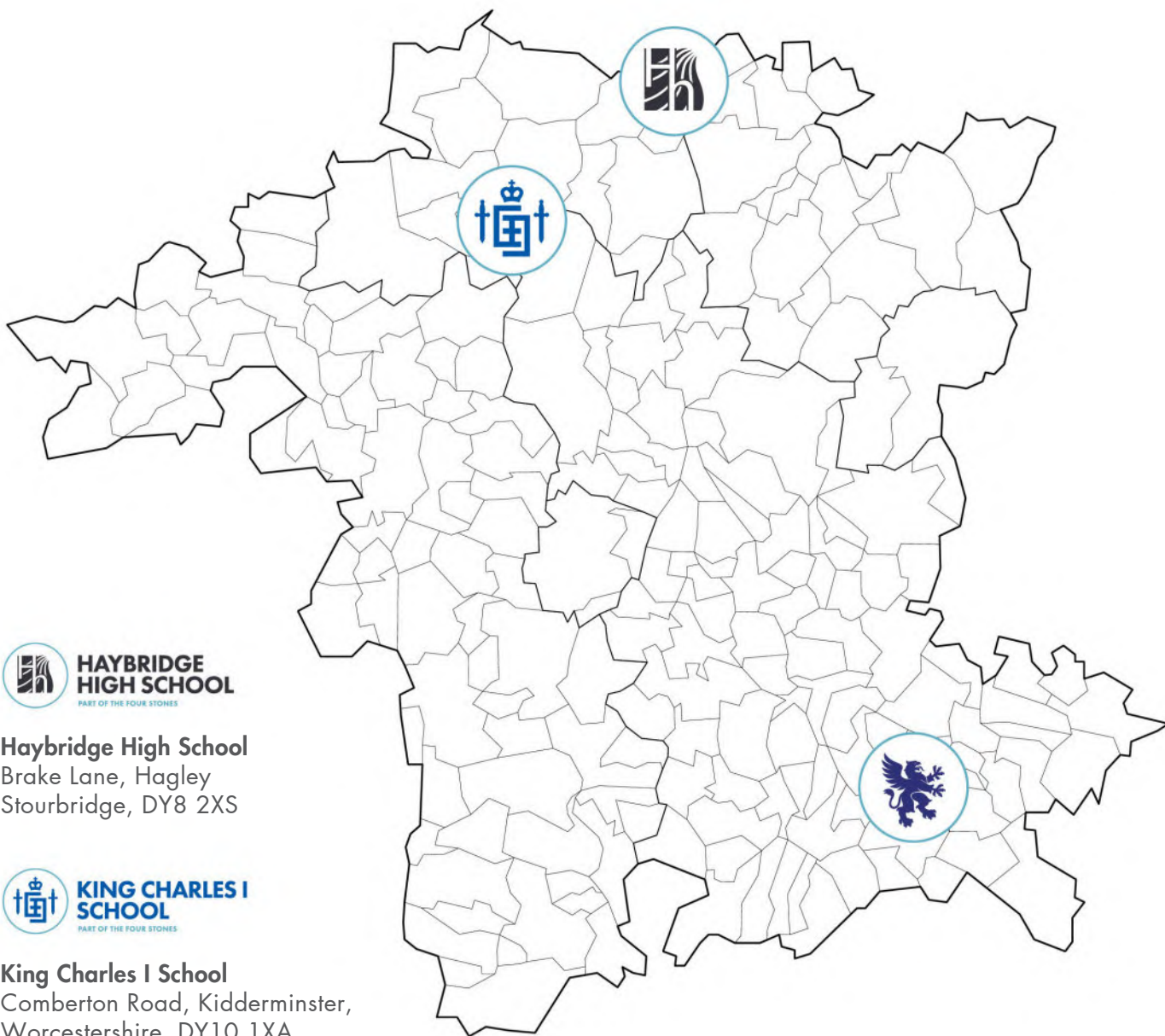
You are invited to submit an application form to The Four Stones MAT Human Resources Department using [recruitment@the4stones.co.uk](mailto:recruitment@the4stones.co.uk)

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. All voluntary posts are subject to an enhanced DBS check.



# OUR SCHOOLS



**Haybridge High School**  
Brake Lane, Hagley  
Stourbridge, DY8 2XS



**King Charles I School**  
Comberton Road, Kidderminster,  
Worcestershire, DY10 1XA



**TDMS**  
Four Pools Road, Evesham,  
Worcestershire, WR11 1DQ



**Telephone:** 01562 886213

**Email:** [recruitment@the4stones.co.uk](mailto:recruitment@the4stones.co.uk)

**LinkedIn:** [www.linkedin.com/company/the-four-stones-mat](http://www.linkedin.com/company/the-four-stones-mat)

**Twitter:** [www.twitter.com/tdms\\_evesham](http://www.twitter.com/tdms_evesham)

**[www.the4stones.co.uk](http://www.the4stones.co.uk)**

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