

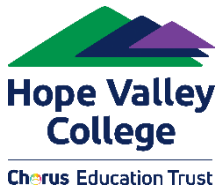
Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Hope Valley College is a comprehensive secondary at the heart of the local community. It is a small, friendly and supportive school and sits within the village of Hope in the Derbyshire Peak District. We joined Chorus in September 2019, when it also welcomed a new Principal. In the recent Teacher Assessed Grades, our young people outperformed any previous cohorts.

Hope Valley College is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: www.hopevalley-chorustrust.org

Senior Science Technician

**Salary: Grade 4 SCP 7 – 12 £20,092 - £22,183
(£17,185 - £18,973 pro rata)**

Permanent – 37 hours, 39 weeks per year

To start: ASAP

About this vacancy

We are seeking to appoint a Senior Science Technician to provide support and assistance to busy our Science Department.

The successful candidate will be responsible for providing specialist support involving the use of specific curriculum resources within the science department, including unsupervised preparation and maintenance of resources and support to staff and pupils.

Students at Hope Valley College are taught by five science teachers and each teacher has a subject specialism. The science labs are well equipped and practical science is an essential part of our curriculum, with high quality practical lessons forming an important part of the students' experience.

Benefits include:

- CPD support from one of the largest Teaching Schools, the **South Yorkshire Teaching Hub**, throughout your career.
- Opportunities to develop skills and experience as part of a growing, local Trust.

There will be no need to go elsewhere – your career will flourish with us.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Lisa Critchlow at: recruitment@hopevalley.chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Steve Taylor, Head of Science.

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job Description: summary

Post title:	Senior Curriculum/Resource Support (Science) Technician
Profile:	LD3
Grade:	4
Grade spinal point range:	7-12
Accountable SLT post:	Subject Leader/Head of Science in conjunction with Business Manager
Line Manager of post holder (if different):	Head of Science
Staff to be supervised or line managed by post holder:	NA
Post holder will work with:	Other teaching and support staff
Holiday and sickness relief by/for:	By and for other Science Curriculum/Resources Support Assistants
Purpose of job:	To be responsible for providing specialist support with specific curriculum resources within the science department in school, including unsupervised preparation and maintenance of resources and support to staff and pupils
	This post may work across the Trust schools.
Version revised:	January 2020

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Specific duties and responsibilities

To be responsible for the curriculum resources of the science department, to the standards required by the academy and any appropriate bodies. Duties will include, but not be limited to:

Support for pupils

- Support pupils in accessing learning activities under the guidance of the teacher

Support for the teacher

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc. To include collection of data and advise on relevant materials and techniques using own judgement
- Maintain records as requested and assist with the operation, maintenance and development of administration procedures relating to technical duties within the school
- Ensure a healthy and safe working environment for the team is maintained, ensuring adherence to health and safety working practices and standards/legislation

Support for the curriculum

- Monitor and manage stock and supplies, cataloguing as required, including maintaining departmental risk registers and asset registers
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Able to adapt to the changing needs and demands of the school curriculum
- Undertake structured and agreed learning activities/teaching programmes
- Contribute to the display boards and leaflet displays in the department and the immediate area as directed by the Head of Science

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.

- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Senior Science Technician

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working in a school environment		✓	A/I/R
Experience of working in a laboratory environment		✓	A/I/R
Ability to prepare equipment & materials for lessons, as requested by teachers	✓		A/I/R
Basic IT skills in Microsoft Office: Word, Excel, email and the web etc	✓		A/I
Competence in handling, manipulating and maintaining equipment	✓		A/I
Experience of working with and supporting others	✓		A/I
Ability to carry out risk assessments in relation to laboratory work	✓		A/I
Detailed knowledge of safe working practices in relation to handling		✓	A/I
Ability to identify work priorities and manage own workload	✓		A/I
Detailed knowledge of COSHH regulations in relation to safe storage and handling of Chemicals		✓	A/I
Ability to offer professional guidance and assistance to students and teachers on practical aspects of the curriculum	✓		A/I
Be able to maintain accurate work records and inventories	✓		A/I
Be able to lift equipment and move trolleys etc	✓		A/I

Qualifications			
GCSE Grade 1C (or equivalent) or above in English, Mathematics & Science	✓		A
GCE A Level Science(s) or Science based degree		✓	A
NVQ2 LATA (or equivalent/similar)		✓	A
First Aid Training		✓	A
Other skills			
Be able to work calmly under pressure	✓		A/I
Be a quick learner, reflective about own performance and make necessary changes to be more effective	✓		A/I
Be a professional role model	✓		A/I
Interpersonal skills			
Good communication and interpersonal skills, commitment and enthusiasm	✓		A/I
Self-reliant and ability to work as part of a team, as well as on own initiative	✓		A/I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality	✓		A/I
Enthusiasm for the school and interest in all aspects of school life	✓		A/I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I