



Information for Applicants

POST 1: Science Technician

Grade D

Salary £11,022-£11,427 (actual salary)

22.5hrs / Permanent, Starting asap

POST 2: Science Technician

Grade D

Salary £17,390-£18,029 (actual salary)

35.5hrs/ 1 year Maternity cover

Starting 1st September 2023

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466
Email: tgs.recruitment@tgs.starmat.uk

Headteacher: Mr A Parkinson



Thank you for your interest in the post of Science Technician.

This role is part of a team of Technicians providing support to the Science Dept, coordinating the use of practical resources, facilities and providing assistance and advice to meet the practical needs of the curriculum.

TGS is a large and high achieving 11-18 comprehensive school and one which has a unique 'family' feel. We deliver a broad and rich curriculum, provide excellent pastoral support and pledge to deliver really high quality experiences for all our students. A commitment to professional learning is at the heart of our success here; we have high expectations of colleagues but provide great support and opportunities in return.

When I first arrived at TGS in September 2019 there were a number of things that immediately impressed me. The first was the very open and welcoming nature of the school from both the staff and students. The second was the sheer variety of activities which are offered both within the curriculum and after school hours. Finally it was apparent that TGS was a school with a strong reputation for looking after its students and where high standards of conduct are non-negotiable.

Our recent Ofsted inspection confirmed what we already knew - that our students enjoy their learning, that they feel safe and well looked after, that the school has an ambitious curriculum which is taught exceptionally well, and that we are firmly committed to providing the very best quality of education for every student both now and in the future.

At TGS we do not limit our definition of achievement simply to traditionally academic pursuits, we believe in developing well rounded individuals and, as such, we make a significant investment in the areas of sport, creative and performing arts.

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website at <https://tgs.starmat.uk/>.

Thank you for your interest in this post.

Yours faithfully

Mr A Parkinson
Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of Science Technician, then you should complete the STAR MAT online application form <https://bit.ly/STARSupportApp>

Your supporting statement must not exceed two sides of A4 and should address the following points:-

- Relevant training and experience
- Personal skills and qualities
- Why you want the job

Remember when addressing the above, *less is sometimes more.*

Timeline for the selection process

Post advertised	Thursday 16th March
Closing time/date for applications:	Monday 17th April ,10am
Short listing:	Tuesday 18th April
Invitation to interview by telephone/ Confirmation by email:	Wednesday 19th April
Selection day:	Tuesday 25th April

Please address all return mail to:

tgs.recruitment@tgs.starmat.uk

Appendices

1	The School Vision and Values Statement
2	Job description and person specification for the role of Science Technician

Appendix 1: The School Vision and Values Statement

	<p>Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.</p>		<p>Be your best self, be:</p> <p>Ambitious; Resilient; Responsible; Respectful to yourself and others.</p>
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OUR VISION *(Our cause; our key belief)*

<p>Be your best self</p>	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfilment in their current and future lives.
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OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

<p>Students considered first</p>	<p>All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.</p>
<p>High expectations - no limitations</p>	<p>We do not prejudice potential by preconceptions about individuals or groups of students.</p>
<p>The right curriculum experience for each student</p>	<p>We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.</p>

The best support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.
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All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition and resilience	To show a desire and determination to achieve success.
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

Appendix 2a: Job Description

Job Title: Science Technician

POST1

Grade: Grade D
Hours: 22.5 hours a week
(Term Time Only)

Line Manager: Curriculum Team Leader: Science

Contract: Permanent

Starting: ASAP

POST2

Grade: Grade D
Hours: 35.5 hours a week
(Term Time Only)

Line Manager: Curriculum Team Leader: Science

Contract: 1 year Maternity cover

Starting: 1st September 2023

Responsibilities

- Preparing apparatus, materials and solutions and setting up/checking equipment and apparatus for use in practical lessons.
- Setting up demonstrations.
- Participating in the preparation and setting up of apparatus, materials and equipment for use in practical examinations/assessments.
- Attendance at Science Faculty meetings as required (within normal working hours).
- Involvement in the development of new Schemes of Learning (Technical support only).
- Retrieving and clearing away apparatus and ensuring glassware is clean.
- Putting out and putting away class sets of textbooks.
- General laboratory tidiness, cleaning and maintenance of services and facilities.
- Basic construction and repair of equipment.
- Organising and storing equipment, materials and apparatus.
- Reporting faults and shortages to the Head of Faculty as appropriate.
- Helping with the process of stock taking, ordering and checking equipment against invoices.
- Disposing of waste laboratory materials as directed, in accordance with established guidelines.

- Obtaining materials from local shops.
- Routine care of plants.
- Health and Safety checks as directed by the Curriculum Team Leader
- Participating in the maintenance of high standards of safety and security in relation to the technician service to the Science Faculty, in accordance with School and LA policy.
- Liaising with Technicians from other schools in matters of common interest.
- Other appropriate Technician duties as directed.
- Supporting teaching staff in lessons, as required.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst the job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

[STAR MAT policy is to assess the performance of all new staff during the first 6 months of their contract to determine suitability for continued employment.] *Only applicable to staff joining the school after September 2019.*

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Appendix 2b: Person Specification
Job Title: Science Technician

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training		
<ul style="list-style-type: none"> NVQ Level 3 or equivalent in a relevant subject 	*	
Experience		
<ul style="list-style-type: none"> Appropriate experience of working in a school department relevant to the role 		*
Skills and Knowledge		
<ul style="list-style-type: none"> Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame 		*
<ul style="list-style-type: none"> Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, students and parents 	*	

Personal Qualities		
<ul style="list-style-type: none"> • Demonstrable interpersonal skills 	*	
<ul style="list-style-type: none"> • Ability to work successfully in a team 	*	
<ul style="list-style-type: none"> • Able to exercise discretion and judgement 	*	
<ul style="list-style-type: none"> • Self motivation to complete required duties 	*	
<ul style="list-style-type: none"> • Confidentiality 	*	
Other requirements		
<ul style="list-style-type: none"> • To be committed to the school's policy and ethos 	*	
<ul style="list-style-type: none"> • To be committed to Continual Professional Development 	*	
<ul style="list-style-type: none"> • Motivation to work with children and young people 	*	

<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	<p>*</p>	
<ul style="list-style-type: none"> • Emotional resilience in working with challenging behaviours; and attitudes to use authority and maintaining discipline 	<p>*</p>	
<p>Equal Opportunities</p>		
<ul style="list-style-type: none"> • To assist in ensuring that the STARMAT's Equalities Policies are considered within the school's working practices in terms of both employment and service delivery 	<p>*</p>	