

Huxlow Academy

Senior Science Technician

Remuneration: Grade G - Points 8 to 12 / Actual: £19,979 to £21,487 (FTE £22,777 to £24,496)

Contract: 37 hrs per week / 40 wks pa (term time plus 2 weeks)

Contracted Hours: Mon – Thurs 8.00am to 4.00pm & Fri 8.00am to 3.30pm (incl 30mins unpaid break)

Huxlow Academy is a fully inclusive school, located in Irthlingborough, East Northamptonshire. Our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

We have an exciting opportunity available for someone to join our Science Team. As a Senior Science Technician, you will provide an efficient and effective range of support services in the Science Department, to aid the delivery of high-quality teaching to students.

The successful candidate will:

- Have strong interpersonal skills and be able to relate to a wide range of people;
- Be able to work well as part of a team but also demonstrate the initiative and ability to work alone;
- Have excellent attention to detail;
- Be able to demonstrate that they meet the requirements set out in the person specification;
- Be required to undergo an enhanced DBS disclosure check;

If you believe that you have these qualities, are passionate about being involved in the growth of students and are interested in working as part of our school team, then we look forward to hearing from you.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply

All documents including the full job description, person specification and application form are available on our website <https://www.huxlow.northants.sch.uk/> Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to Sonya Earby-Martin or Kerry Hughes E: hr@huxlow.northants.sch.uk T:01933 650496

Closing date: We will close this vacancy when the vacancy has been filled. Depending on when applications are received, interviews may take place in September.

Senior Science Technician

Job Description

Role:	Senior Science Technician
Reports to:	Head of Science
Location:	Huxlow Academy
Contract:	37 hrs per week / 40 wks pa (term time plus 2 weeks) Hours: Mon – Thurs 8.00am to 4.00pm & Fri 8.00am to 3.30pm (incl 30mins unpaid break)
Grade/Paypoint:	Grade G - Points 8 to 12 / Actual: £19,979 to £21,487 (FTE £22,777 to £24,496)

Key Responsibilities

Line management responsibility for science technicians:

- Supervise the team of Science Technicians to provide an efficient range of technical services to the Science Department, advising and assisting teaching staff on technical matters to support pupil learning.
- Assist the Health and Safety Lead in maintaining a safe environment within the laboratories, advise staff and pupils of health and safety issues within the laboratory, promote good practice at all times.
- Ensure that chemicals and radioactive sources are stored, handled, and disposed of in a safe manner in accordance with COSHH regulations, and that any chemical waste is disposed of in a safe and appropriate manner.
- Working under the supervision and direction of the Head of Science, implement and review policies and procedures for COSHH and Health and Safety, including Risk Assessment in the Science Department, in relation to equipment use and storage and the storage and usage of chemicals.
- Keep and up-to-date stock, list of all science assets, chemicals and equipment and ensure maintenance of all items.
- Undertake the preparation of chemicals, material, and equipment for use during classes, experiments and during examinations, including 'A' Levels and where appropriate test experiments for viability. This will include shopping for specific items e.g., hearts for dissection.
- Deliver all necessary chemicals, equipment, and paperwork to classrooms in preparation for lessons and collect when the lesson is completed.
- Demonstrate practicals to teachers and students as required and assist in lesson as required including to cover Head of Department and other staff if they need to leave the room for any reason.
- Advise staff on availability and use of equipment. Ensure the equipment is properly maintained. Inform the Head of Science on the need for replacement equipment.
- Act as RPS (Radiation Protection Supervisor) for the school and carry out necessary annual and more frequent tests on radioactive equipment as required and necessary.
- Support Head of Science in the implementation of laboratory rules and whole college policy statements.
- Maintain a stock control system for chemicals, equipment, textbooks, and stationery resources within science. Advise Head of Science of the need to order goods as necessary to maintain agreed stock levels.
- Manage the science budget and report spend against budget to the Head of Science.
- Carry out a daily, weekly, and monthly visual check of laboratories and science department and report and rectify any issues in liaison with the Head of Science and Site Staff. Liaise with external contractors as necessary.
- Be responsible for security within the science department including managing the stock of door keys and ensuring electricity and gas are off and doors are locked.
- Develop and maintain a library of work sheets, to support the teaching staff in the delivery of programmes of work where appropriate and support the Head of Science with a range of administrative support i.e., reprographics, filing, telephone coverage and notification of instances where pupils are without a teacher.

- Oversee cover work set within the department and ensure cover teachers have the appropriate paperwork and equipment they need. Log any issues on the system e.g., behaviour.
- Conduct performance appraisals and arrange CPD for science technicians following school policy and undertake appropriate training to enhance performance of duties.
- Undertake any duties as reasonably requested by the Headteacher that are in keeping with the principal responsibilities of this post.
- To be responsible for the overseeing (inputting data, reviewing), the computerised records showing academic level of all pupils.
- To support Head of Science with organising Science College events, including Excellence Week, new intake evening, options evening, transition days Year 6 into 7 and hosting visitors.
- Provide the Head of Science with updates from CLEAPSS in relation to science in school and provide student hazards for practicals and information for science staff.
- Provide whole school support e.g., for exams and ensure students follow science department and lab rules.
- Provide First Aid cover as part of the school's provision.
- Assist the Head of Science in timetabling rooms, keeping master requisitions up-to-date and devising the teaching rota.
- Attend regular science team meetings to update on Health and safety issues in the department and to impart any other relevant information.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.

KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Senior Science Technician

Person Specification

	ESSENTIAL	DESIRABLE
PRE-EMPLOYMENT CHECKS		
Enhance Disclosure and Barring	*	
Barred List	*	
Criminal Records	*	
Section 128 (for management positions)	*	
Proof of identity	*	
Right to work in the UK	*	
Overseas checks	*	
Medical Questionnaire	*	
Satisfactory References	*	
QUALIFICATIONS/TRAINING		
GCSE Science, English & Mathematics (Grade A*-C) or relevant NVQ level qualification and A Level Science	*	
Willing to undertake all relevant training as requested, such as Health & Safety training, Radiation Protection Supervisor and First Aider training. (This may also include minibus training)	*	
EXPERIENCE		
Experience working with children/young people in employment or voluntary setting		*
Experience of working within a science department or environment	*	
Experience of supervising staff	*	
Evidence of working within Health & Safety Guidelines	*	
COMPETENCIES		
Good ICT skills, including e-mail, excel and word	*	
Ability to use promethean interactive boards to support staff		*
An understanding of Health and Safety Legislation and safe working practices	*	
Ability to make up chemicals including serial dilutions and handle hazardous substances	*	
Able to design and maintain logical and well organised systems and work area	*	
Excellent organisation skills	*	
Excellent communication skills	*	
Ability to use own initiative	*	
Excellent attention to detail	*	
Ability to comply with all Health and Safety Procedures and school policies and procedures	*	
PERSONAL ATTRIBUTES		
Work in accordance with the Trust's values and behaviours	*	
Able to work independently and as part of a team when necessary	*	
Punctual and reliable	*	
Ability to comply with written and verbal instructions	*	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	*	
A commitment to safeguarding and promoting welfare of children and young people	*	

Why Join Huxlow Academy?

Letter from the Headteacher

Dear Candidate

Thank you for your interest in the role of Senior Science Technician at Huxlow Academy. We trust this application pack provides you with an insight into life at our school and encourages you to apply for the role.

We are incredibly proud of our school, a medium-sized Secondary Academy (11-18), located in Irthlingborough, East Northamptonshire. As a fully inclusive school our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

I believe that every student and staff member that walks through the doors of Huxlow is a valuable member of our community, and we work hard to ensure they are welcomed, supported, and challenged to be the best version of themselves that they can be.

We are entering an exciting new phase in the history of Huxlow and are placing a pursuit of excellence at the core of everything we do. I hope that you feel inspired to aim high and come and join us as we strive to make Huxlow even better.

Academic success is hugely important to us as we recognise its power to open doors for young people. We have a rich history of students of all abilities, and from a wide variety of backgrounds, meeting and exceeding their potential. In 2019, Year 11 students achieved some of the best GCSE results in the school's history. 53% of students gained 5 GCSE's including English and Maths at Grade 4 and above. Recent CAGs and TAGs have returned record progress data for the school for KS4 and KS5. We were delighted by these excellent results, which reflect the high level of dedication of both our students and staff. As the Headteacher, I am committed to improving the school even further for our students.

We place an emphasis on respect for each other and working together to ensure that our community is constantly developing. Huxlow students are exceptional, staff go the extra mile, and we are dedicated to Professional Learning and Development.

Please explore our website, the recent Headteacher's letters section and our social media, to gain a flavour of what it means to be part of the Huxlow Academy community. We hope you are as impressed by our school as we are. I look forward to receiving your application should you decide you want to be a part of the Huxlow team.

Please contact the school if you have any questions or require any further information.



Paul Letch
Headteacher

Huxlow Academy Information

The Curriculum

Our ambitious curriculum is designed to deliver our vision of “Thriving Through Excellence.” This means we offer a perfect balance of academic learning, personal development, and enrichment.

All teaching and learning is designed to meet our high expectations and aspirations with a clear focus on sharing knowledge and developing lifelong skills. Every child is pushed to do the very best they can do, whilst taking account of every individual’s needs.



Our Key Stage 4 programme is extended over 3 years to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

- All students study English, Mathematics, Science, Religious Studies, Physical Education and French
- At Key Stage 3 (Years 7 & 8) students also study Technology, Geography, History, Music, and Drama
- At Key Stage 4 (Years 9, 10 & 11) alongside our core subjects students make a number of option choices from the range of other subjects including Psychology, iMedia, Sociology, Photography, Dance and Business Studies.

All of this is supplemented by a rich programme of enrichment, curriculum themes and extra-curricular activities.

Our excellent Key Stage 5 provision is delivered alongside our fellow Tove Learning Trust partner, Rushden Academy, as part of The East Northamptonshire School (TENC). Our joint provision has one of the most comprehensive choice of subjects in the county, consisting of over 20 A Level courses and additional BTEC Level 3 courses. Please visit www.tenconline.co.uk for more details.



Huxlow Academy Information

Extra-Curricular and Enrichment

At Huxlow Academy there is a strong commitment from staff to offer our students an inclusive and enriching educational experience, both within the curriculum and through a wide range of extracurricular opportunities.

An exciting array of clubs, activities and trips provide a springboard for developing key life skills. There really is something for everyone! Inspiration is achieved through our many day and residential trips.



Post Covid we are also once again offering highly popular and enriching residential trips and experiences.

These include:

- Duke of Edinburgh expeditions
- Normandy/ Paris/ Holland – Cultural trips
- Austria Ski Trip
- Uganda - International Youth Conference.

Students have the opportunity to visit places of interest in the UK, including theatres, university campuses, science conventions and careers establishments. They are able to experience visiting speakers, authors, and theatre groups during their time at Huxlow. We are also extremely proud of our sporting achievements. Huxlow students have repeatedly achieved excellent results at District, County and National level. Many team and individual sports are run as clubs and activities by our motivated and competitive Physical Education team.



Huxlow Academy Information

Vision, Mission, and Values

Our Vision and Mission:

At Huxlow Academy we create the opportunities to enable everyone that walks through our doors to ultimately achieve our vision of “Thriving Through Excellence.”

Our mission is to achieve this by building an exceptional learning community of aspirational and responsible citizens.



Huxlow is an inclusive school where every student matters. Students come to Huxlow Academy from a variety of backgrounds and quickly become a part of the Huxlow family. Alongside high-quality teaching, we provide a wide variety of effective support. Our success is achieved by knowing every student as an individual and caring for them personally and academically. Students are prepared to successfully navigate the many opportunities and challenges that are presented by the modern world.



To fulfil our mission we work, study, and collaborate by placing a focus on three core values.

- **AMBITION** - We strive hard to achieve the very best in all that we do, and we celebrate achievement and excellence. We enable our students to fulfil their academic and personal purpose.
- **RESPECT** - We pride ourselves on being a school that fosters relationships in an atmosphere built upon empathy, mutual respect, dignity, equity, diversity, and fairness.
- **PRIDE** - Pride in all we do, both from within school and across the wider community, is at the core of our actions. Our students go on to become successful adults and we enable our students to develop the pride and character we need them to have in the future.

