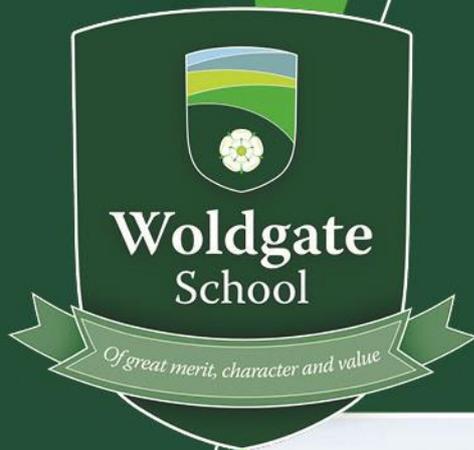


# Assistant Science Technician



## Information for Candidates



A family of schools  
with shared values

# Headteacher's Welcome

Woldgate is a school with a distinct vision for education. Our view of an outstanding school is based on shared values, where every child is known and cared for as an individual. To cultivate this, we build a supportive and caring community, where a child's talents can grow through academic study and the opportunity to participate in the many activities, productions and visits that make Woldgate School unique. We are a school with a positive, welcoming, warm atmosphere, in which pupils take pride in their achievements and where each individual pupil achieves academically through consistently good teaching, in an environment that seeks to nurture their love of learning and challenges them to excel.

Founded in 1958, Woldgate's original school motto celebrated the distinct education the school sought to bring. This motto is, for me, an integral part of our school life; it defines who we are as a community.

*"Everything you do should be worthy, of great merit, character and value."*

## **Of great merit:**

*The quality of being particularly good or worthy, especially deserving of praise or reward.*

## **Of great character:**

*The moral qualities that define an individual.*

## **Of great value:**

*The principles or standards of conduct we work to; our judgment of what is important in life.*

I truly believe that part of what makes this community so special is the holistic education we provide for our pupils. Our Performing Arts status, extra-curricular clubs, sporting activities and House competitions, combined with our wonderful visits programme, provide pupils with a unique opportunity to appreciate the world around them. I have long believed that the creative arts provide an exceptional platform upon which pupils can develop new skills, grow in confidence and, as people, develop qualities, in an environment where their talents are nurtured and then celebrated. The arts offer us something special, whether it be learning an instrument, acting in a play, dancing, singing or just being involved in a production as part of a company. This holistic approach to school life, for me, is integral to a good education and wonderful preparation for future life.

As we look to the future, I am absolutely committed to ensuring Woldgate School continues to develop with a clear, confident and strong identity based on shared values and with each student known and cared for as an individual. Our culture of collaboration and success will be matched by our determination to do the very best, both pastorally and academically, for the children in our care.

- A School where each child is known and cared for as an individual.
- An environment in which our pupils feel valued, safe and enjoy school.
- A School where every child is challenged and supported to succeed academically.

Woldgate Sixth Form College also provides exciting opportunities for students to continue their educational journey, to build upon their GCSE results and progress onto qualifications that provide academic rigour and challenge. There is also a wide variety of enrichment opportunities, with students participating in the wonderful range of expeditions, visits, internships and leadership programmes.

**Jonathan Britton**  
Headteacher



# About Us

Woldgate School and Sixth Form College

Age range 11 – 18

Students on roll – 1050

Gender: Boys and Girls

Admissions policy: not selective

School Type: an Academy which is part of the Wolds Learning Partnership, a Multi-Academy Trust

Ofsted Grades – May 2015

Overall effectiveness **GOOD**

Achievement of pupils **GOOD**

Quality of Teaching **GOOD**

Leadership and Management **GOOD**

Academic achievement is equally our top priority and an area in which we have received special recognition from the Department of Education. As I am sure you are aware, in 2015 70% of pupils gained the 'Gold Standard' of 5 or more A\*-C grades including English and Maths. Indeed, 87% of our pupils achieved an A\*-C grade in Mathematics and 75% in English. In 2016 50% of our pupils also achieved an A or A\*. In 2017 48% of our pupils achieved at least one 9 to 7 (A\*-A equivalent) grade at GCSE, 83% achieved a 9 to 4 (A\*-C equivalent) grade in English and 76% of pupils achieved a 9 to 4 (A\*-C equivalent) grade in Mathematics. In the Sixth Form, 48% of our pupils achieved an A\*-A in Sixth Form, 100% of pupils studying vocational qualifications achieved the top two grades of a Distinction and Distinction\* and 99% of our pupils achieved an A\*-C at A-Level.

In 2017 Woldgate School was presented with an 'Outstanding Outcomes Award' from the SSAT for our academic results. We are also recognised by the Department of Education as being one of the 'Top 100' most improved schools in the country, out of three thousand eight hundred. As one of only ten schools nationally, we have been selected to appear in a Parliamentary publication which celebrates excellence in education. Achievements such as these are testament to the hard work and dedication of pupils, parents and teachers, and they draw upon a combination of academic rigour, pastoral care of the highest quality, excellent teaching and learning, complemented by structures that monitor progress and intervene to provide individual support for each and every pupil.



# Job Information

## JOB DESCRIPTION

JOB TITLE:	Assistant Science Technician – Fixed term until 31 <sup>st</sup> August 2019
REPORTS TO:	Director of Science Studies and Headteacher
SALARY:	Scale point 11 currently £17,007 pa (which will be pro-rata'd)
HOURS:	37 HOURS (Term time only plus 10 days)

### Purpose of the job

- To assist in the use of practical resources and facilities and provide assistance in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
- To assist and promote the maintenance of a healthy and safe working environment through actively contributing to the assessment, monitoring and review of both Health & Safety procedures and information resources. Keep up to date with current procedures and practices through continuing professional development
- To contribute to the design, development and maintenance of specialist resources (this might include science specific ICT, e.g. data logging) and/or long term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- To support the Head of Department in ensuring the availability of suitable materials and equipment
- Assist Science Department to discharge its responsibilities

### Key responsibilities

#### Health & Safety

- To assist on health & safety issues to teaching and trainee technical staff.
- To assist in the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- To assist in the healthy and safe storage and accessibility of equipment and materials.
- To keep up to date with health & safety requirements and with developments in practical science (attending relevant courses and reading publications).
- To bring Health & Safety matters to the attention of Director of Science Studies, other staff and students.
- To maintain preparation labs in a clean, tidy and safe conditions
- Uphold and practice, as applicable, the requirements of the school and science department Health & Safety policy.

#### Resources

- To assist in the design, construction and modification of apparatus to support teaching and learning within the department
- Preparing standard solutions e.g. purifying chemicals, treating waste
- To assist with the main appropriate stock; compiling orders and liaising/negotiating with suppliers and the finance department – ensuring value for money
- Ensure that both routine and non-routine checking, cleaning and maintenance, calibration, testing and repairing of equipment are carried out to the required standards.
- Ensure laboratory cleaning of bench surfaces and fixed equipment.

#### Department Support

- Assist with department admin, including order, number and record text books for distribution at start of year and record their return at the end of the year; organise photocopying and general department admin work

- Monitoring and updating of displays throughout the department

### **Other duties and responsibilities**

Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

**The school operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disbarring and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment**

Signed: \_\_\_\_\_

Post holder Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Line Manager Dated: \_\_\_\_\_

## PERSON SPECIFICATION

JOB TITLE: Science Technician – Fixed term until 31<sup>st</sup> August 2019  
 REPORTS TO: Director of Science Studies and Head teacher  
 SALARY: Scale point 11 currently £17,007 pa (which will be pro-rata'd)  
 HOURS: 37 HOURS (Term time only plus 10)

<b>Qualifications and Experience:</b>	<b>Essential</b>	<b>Desirable</b>
1. Possess a good standard of general education to at least GCSE level		√
2. An education to A level standard or equivalent in a Science related subject		√
3. Experience of working in schools		√

<b>Professional knowledge and understanding, skills and attributes:</b>	<b>Essential</b>	<b>Desirable</b>
4. Good organisational skills and ability to work to deadlines	√	
6. A willingness to learn new skills and procedures.	√	
7. Possess a good working knowledge of IT software such as Microsoft Office		√
8. An ability to work constructively as a member of a team, understanding classroom roles and one's own position within these	√	
9. Possess knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities and child protection		√

<b>Personal skills/attributes:</b>	<b>Essential</b>	<b>Desirable</b>
11. Good interpersonal and communication skills	√	
12. Personal flexibility and reliability	√	
13. Personal initiative	√	
14. The ability to work independently	√	
15. A sense of humour	√	
16. A calm disposition	√	
17. Possess a good attendance and punctuality record	√	
18. A commitment to safeguarding and promoting the welfare of children and young people	√	

**Note** - This person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

# How to apply

If you would like to apply for this vacancy, please download a **support staff** application form from the school website [www.woldgate.net](http://www.woldgate.net)

Applications should be returned to **Jo Brighton**, Head of Personnel & Staff Wellbeing, Woldgate School and Sixth Form College, 92 Kilnwick Road, Pocklington, York. YO42 2LL or via email to [jbrighton@woldgate.net](mailto:jbrighton@woldgate.net)

**CLOSING DATE: Friday 11<sup>th</sup> January 2019**

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

## Staff Information

### Senior Leadership Team

Headteacher – Mr Jonathan Britton

Deputy Headteacher – Ms Irie Grant

Deputy Headteacher – Mr Gareth Davies

Assistant Headteacher – Mr Andrew Crisp (Standards and Action Research)

Assistant Headteacher – Mrs Charlotte Fox (Teaching and Practitioner Development)

Assistant Headteacher – Mr Luke Sloman (Head of Lower School)

Assistant Headteacher – Ms Amanda Longstaff (Head of Upper School)

Assistant Headteacher - Mrs Katy Lawson (Head of Sixth Form)

Assistant Headteacher - Mr Philip Johnson (Director of Studies for English)

Assistant Headteacher – Mr Kieran McCausland (Director of Studies for Mathematics)

Assistant Headteacher – Mr Robert Jones (Director of Studies for Science)

Assistant Headteacher – Mr Matthew Thomas-Peter (Director of Studies for Modern Foreign Language)

Assistant Headteacher – Mr Martin Trevaskiss (Director of Holistic Education)

Assistant Headteacher – Mrs Sarah Geary (Head of Inclusion)

### Key Contacts

Head of Personnel & Staff Wellbeing, Jo Brighton 01759 302395, email [jbrighton@woldgate.net](mailto:jbrighton@woldgate.net)



# Child Protection Policy

Woldgate School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Area Child Protection Committee and take account of guidance issued by the Department for Education and Skills to:

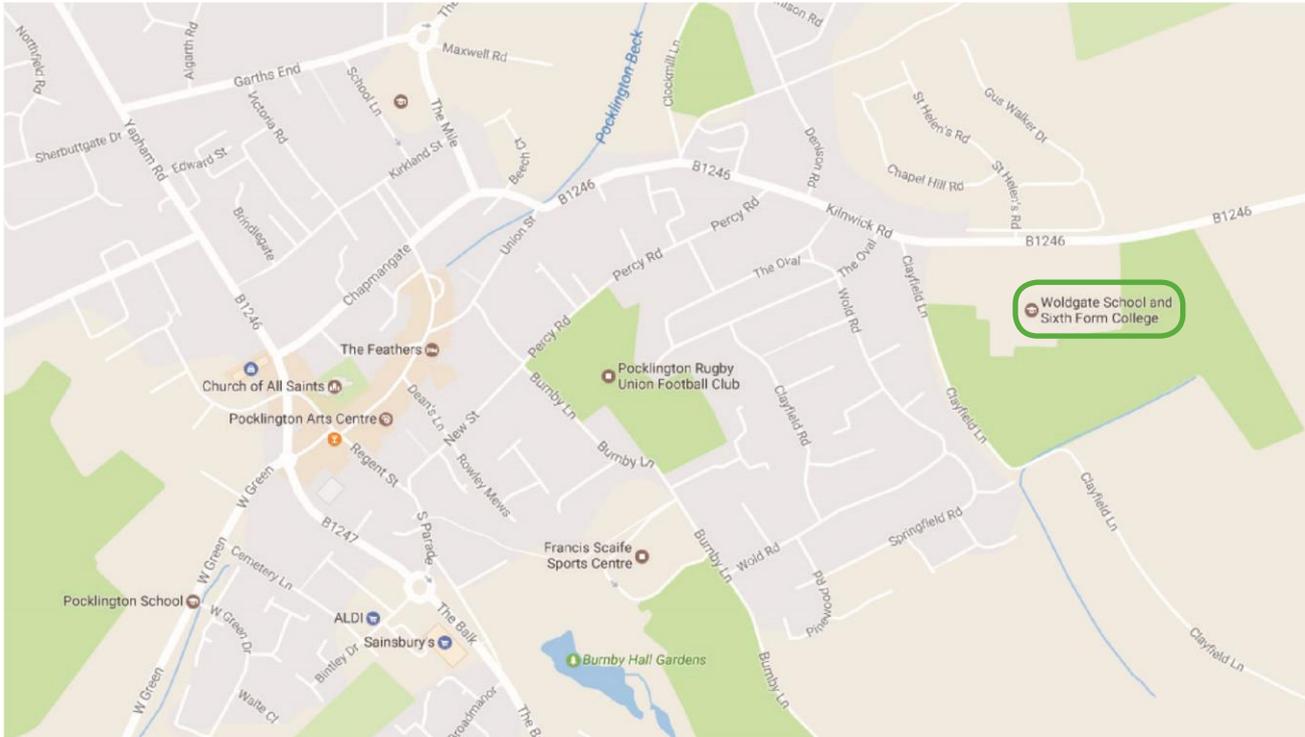
- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy, which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, when a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

# How to Find Us

**Woldgate School and Sixth Form College, 92 Kilnwick Road,  
Pocklington, York. YO42 2LZ Tel: 01759 302395**



## **A. From Hull - Take the A1079 including the by-passes of Beverley and Market Weighton**

1. Take the right hand fork from Pocklington at the Yorkway Hotel
2. Take the 3<sup>rd</sup> exit from the roundabout; past the Rugby field on your right
3. Turn right at the B1246 signposted Warton, Driffield, Bridlington
4. Woldgate School is the last building on the right as you leave the town.

## **B. From Humber Bridge - Take the Westward route towards Leeds along the A63**

1. Leave the A63 at the slip road and bridge over signposted for Market Weighton, Bridlington
2. Pass through villages of South Cave and Sancton
3. Turn west at Market Weighton bypass, A1079 towards York
4. Follow instructions A3, A4, A5

## **C. From Leeds - Take A64, York by-pass towards Scarborough**

1. Leave A64 at Grimston Bar roundabout signposted York, Bridlington, Hull
2. Exit from roundabout onto A1079 towards Hull
3. Twelve miles approximately along A1079 after Pocklington Industrial Estate, turn left for Pocklington, just after Bonds International.
4. Pass Pocklington School on left, at roundabout take 3<sup>rd</sup> exit past bus station, fire station
5. Take the first exit from the roundabout
6. Follow instructions A4, A5

## **D. From North-East England - Take A19 southwards until Northern by-pass of York**

1. Follow signs for Hull, Bridlington
2. At A64 turn West for Leeds
3. Follow instructions C2, C3, C4, C5, C6

## **E. From Scarborough, Bridlington - Follow sign from Driffield**

1. By pass Driffield along North and West side
2. Leave by pass where signposted for M62, Market Weighton
3. At Bainton roundabout take second exit along B1246 towards North Dalton, Warton, Pocklington.
4. Woldgate is the first building on the left as you reach Pocklington.