

SOUTHEND HIGH SCHOOL FOR BOYS



RECRUITMENT PACK
For Science Technician



Message from Dr Robin Bevan, Headteacher

Since September 2007, I have been delighted to serve as Headteacher at Southend High School for Boys. Every day is rewarding. I enjoy being a part of this school and helping to shape our future. Please look at our website – it will help give you a sense of our values, offers an insight into the vibrant activity that fills each week.

At Southend High School for Boys, talent is nurtured and learning is valued. Challenge is welcomed, participation is expected and achievement is prized. Pupils are happy, and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school, and stay in contact for many years.

Our school preserves values and traditions from the past, and prepares pupils through a contemporary curriculum for the world of tomorrow.

"Contemporary traditions: one with future and with past"



Information about the school

Southend High School for Boys (SHSB) is an '*Outstanding*' school (Ofsted 2015), rated as outstanding against every one of the inspection criteria. It is one of four selective schools within the Borough of Southend. The main school, years 7 to 11, is single sex boys whilst the large sixth form is coeducational. It is situated thirty miles from London on the Thames Estuary and is close to main road and rail links from London, and to Chelmsford and Cambridge. SHSB has '*an ethos of excellence in both academic achievement and a wide range of activities [that] permeates all aspects of the school*' (Ofsted 2015). At SHSB talent is nurtured, learning is valued, challenge is welcomed, participation is expected and achievement is prized. SHSB is not only a lively and stimulating institution, but also a welcoming community with an open and friendly approach.

The school priorities professional learning and research. We are regarded as national leaders on employee well-being. Staff retention and attendance rates are exceptional. Our philosophy is to share good practice, encourage creativity and nurture innovation so our pupils benefit from a stimulating learning experience and our staff benefit from collaboration and professional development with like-minded enthusiastic individuals. The school is strongly committed to supporting staff in their educational research. A significant number of our staff have achieved higher degrees during their time with us. We regularly support other colleagues in other schools and have a wide ranging professional development programme.

We were the first secondary school nationally to be accredited for the Challenge Award on three successive occasions. Assessors in the report commented: '*Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life*'. We are also pleased to be in receipt of the Sportsmark Award which recognises the excellent provision and opportunities given to our sportsmen. We are proud of the fact that our ablest athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won over 20 national titles in the last 10 years. Likewise, our staff is also committed to healthy living; having designed well-being programmes for staff and organised social events such as cooking classes and relaxation sessions. Members of staff are encouraged to use the sports facilities and as such a number use the gym.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its music, science and drama. All pupils and staff are encouraged to get involved and to follow their interests and share their passions with others; hence, we have activities ranging from the debating society to Warhammer! In the science department there is a thriving Science Society which has well over a hundred members.

The pupils on roll benefit from modern and specialist facilities. In science we have extended a number of laboratories to cater for the increased numbers of students who have opted to follow science courses in the sixth form. Further investment has been made in ICT resources with an upgrade of computer suites as well as all classrooms having interactive whiteboards and/or projectors. A dedicated Maths building was completed in 2011 and 2018 saw the completion of our new Hitchcock building which contains a state-of-the-art library, additional teaching space and pastoral offices. The main school's admission number each year is 180, split into six forms of 30. The present teaching staffing complement is 67 full-time equivalent, with 49 support staff (full and part-time), who support teaching and learning in various capacities. Currently the school operates with 50 one hour periods per fortnight, the school day running from 8.30am -3.30pm.



April 2019

Dear Applicant

Post: Science Technician

Thank you very much for viewing this recruitment pack. The school and governing body are committed to providing a high quality service so that every child fulfils his or her potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The governing body is committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and our school. We hope, therefore, that the following information is of help to you in deciding whether to apply for this post. If you are unclear about any aspect of the application procedure, please do not hesitate to telephone Ms Amanda Lane, HR Manager, on 01702 606208 (or email amanda.lane@shsb.org.uk)

Applications will only be accepted on an application form (lone CV's are not accepted and will not be considered). CV's may be submitted **in addition** to the application form in order to supply additional information. Southend High School for Boys application form is located on our website www.shsb.org.uk, or you may use the other applications forms from Essex County Council or TES if you prefer.

*Please return all completed applications by midday on **Friday 10th May 2019** to amanda.lane@shsb.org.uk
The interview date will be emailed to those shortlisted. We also reserve the right to close the application process earlier than stated should there be a large number of candidates.*

Any response will be by email; therefore, please include your contact email address together with an email address for referees where possible.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Please note that we will not be writing to those applicants who are not shortlisted. Therefore, if you do not hear from us within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

We wish you all the best with your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robin M Bevan'.

Robin M Bevan
Headteacher



SOUTHEND HIGH SCHOOL FOR BOYS SCIENCE DEPARTMENT

Southend High School for Boys is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

The science department has a good reputation and excellent results. We seek to promote an interest in and understanding of science, whilst developing thinking, oral, written and practical/investigational skills.

We provide a variety of teaching approaches to encourage both individual and group work. Many year 9 pupils chose to study separate sciences at GCSE.

Sciences are consistently amongst the most popular choices for 6th form students, many of whom go on to study science at university; there are normally 2-3 successful Oxbridge candidates in science / maths each year.

Extra-curricular activities include science clubs with innovative activities and regular out of hours visits to scientific events and GCSE astronomy. The science department has for a number of years run a trip to space camp in Belgium, and sixth form trips to CERN, as well as delivering science masterclasses.

Staffing

The department currently has eleven full time and three part-time members of teaching staff. The Leader of Science coordinates across the key stages. There are subject leaders of Biology, Chemistry and Physics and all of the staff are ably supported by an experienced team of one full-time and four part-time technicians.

Accommodation/Resources

The department has twelve laboratories, most of which have been refurbished in the last ten years and are fitted with interactive whiteboards.

There are two prep rooms; one services Physics and K.S. 3 Science, the other is a modern, well-equipped base for Biology and Chemistry.



SOUTHEND HIGH SCHOOL FOR BOYS SCIENCE TECHNICIAN DEPARTMENT

THE POST

We are seeking for September 2019 a science technician to join a strong and friendly department. Some previous experience in Chemistry would be an advantage but not essential.

Working at Southend High School for Boys is an immensely fulfilling experience.

The most recent Ofsted inspection (2015), which deemed the school to be outstanding in all categories, commented most favourably on staff-student relationships, and on the positive attitudes of the boys.

The ability to be a good team member is very important.

Benefits:

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Auto-enrolment into a contributory pension scheme (TPS for teachers and LGPS for support staff)
- Free on-site parking
- Access to excellent catering facilities when the kitchen is operational
- CPD through internal and external providers
- Salary sacrifice schemes such as Cycle to Work
- Access to Occupational Health
- Eyecare vouchers
- Free use of the sports facilities



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JOB DESCRIPTION

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Title of Post: Science Technician

Responsible to: Head of Science/Headteacher

Purpose of Job: To provide comprehensive technician support service to staff and students undertaking the science curriculum.

- To ensure the efficient preparation and organisation of equipment for lessons as required
- To clear equipment and laboratories after each lesson and any chemical spillage when they occur.
- To ensure safe storage and use of laboratory equipment
- To support teaching staff and pupils during lessons and also to assist supply teachers in the setting up of equipment.
- To assist in preparing lesson materials as directed
- To liaise with other departments/schools re use of additional/specialist equipment.
- To undertake routine photocopying as required
- To liaise with caretaking staff in respect of any faults in facilities/services e.g. gas/fume problems, electric and plumbing problems.
- To undertake any training commensurate with the post.
- To assist in ensuring the safe conduct of pupils in the department.
- To help the general running of the science teaching preparation areas.
- To help develop and maintain effective systems.
- To help co-ordinate weekly preparation sheets.
- To manage and adjust working arrangements as appropriate without supervision, to meet fluctuations in workload and ensure cover for absent colleagues as required.
- To work in collaboration with the head of department and other technicians in regards to needs and running of the department.
- To manage departmental equipment and materials and ensure appropriate stock levels are maintained.
- To ensure periodic and routine inspection and maintenance of departmental equipment and resources.
- To work in collaboration with teaching staff to disseminate work sets for classes in teacher absence.
- To liaise with the Head of Department to ensure risk assessments are carried out.

ADDITIONAL RESPONSIBILITIES

- To maintain filing systems for Key stage 3, Key stage 4 and Sixth form materials.

- To maintain computer records of pupil test results and chemical store list.
- To maintain and amend equipment lists in Schemes of Work as required
- To manage and monitor departments petty cash.
- To shop for items to conduct experiments.
- To take care initially of any medical emergencies that occur in the laboratories.
- To provide the high level technical input needed for AS and A2 practical lessons, practical exams and coursework

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in its commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

You may be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.



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PERSON SPECIFICATION

General heading	Detail	Desirable
Qualifications & Experience	Specific qualifications & experience	Experience working in a technical area, possibly in a school environment NVQ Level 3/4 or equivalent qualification Some Chemistry knowledge would be an advantage
	Knowledge of relevant policies and procedures	Knowledge of First aid specific to specialist area Knowledge of school procedures
	Technology	Knowledge of equipment and ICT packages to support learning in specialist area
	Written	Ability to write reports, letters etc.
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
Communication	Languages	Ability to overcome communication barriers with children and adults Knowledge of technical terminology
	SEN	Understanding and awareness to support the differences in children in relation to the role
	Working with partners	Ability to make a proactive contribution to the work of the team Ability to liaise with suppliers and other agencies if required
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and adults
Working with children	Team work	Ability to make an distinctive contribution to the work of the team
	Information	Ability to provide timely and accurate information if required
	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a creative approach to supporting children and staff
Working with others	Equalities	Awareness of and promotion of equality
	Health & Safety	Understanding of Health & Safety legislation and procedures relating to specialist area
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
Responsibilities	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a short listed candidate's references will be taken up at interview.



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OUR LOCATION

Southend High School for Boys is situated in the heart of Southend On Sea, a resort town on the north side of the Thames Estuary in Essex, southeast England, 40 miles east of central London.

Southend is home to the longest leisure pier in the world (at 1.34 miles) and it is serviced by a small train and has a museum at its shore end. The Cliff Lift, a century-old funicular, clings to the hillside and offers coastal views.

Southend originally consisted of a few fishermen's huts and farms at the southern end of the village of Prittlewell. In the 1790s the first building, around what was to become the high street, were completed. In the 19th century Southend's status of a seaside resort grew after a visit from Princess Caroline of Brunswick and Southend Pier was constructed.

