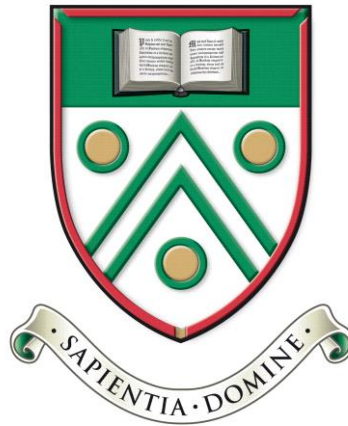


Langley Grammar School



Senior Science Technician

Application information

Langley Grammar School
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www.lgs.slough.sch.uk

From the Headteacher

September 2019

Dear Applicant

Thank you for your interest in Langley Grammar School and in the post of Senior Science Technician.

I hope this application information will help you to decide whether this would be the appropriate next step for you in your career.

This is a very successful school. Our academic results demonstrate the commitment and ability of our students, and we believe that we provide a supportive and secure environment that allows them to flourish. We have a very committed and well-qualified body of staff who are innovative, enthusiastic and loyal to the school and its ethos; it is a special place in which to work.

Over the last few years we have combined our selective status with an increasing involvement in the local community of schools. We have supported primary and secondary schools through our previous specialisms, helping them to raise standards and learning much ourselves in return. Our academy status and designation as a National Teaching School and National Support School have given us the opportunity to develop these relationships further and to have a significant impact on the educational provision in the area.

We are committed to maintaining our high standards and to developing ourselves as a centre of innovation and excellence. If you would like to share in that development and have the skills and expertise we are looking for, we would welcome your application.

Yours sincerely

JD Constable

John Constable
Headteacher



The School

Langley Grammar School is a co-educational state selective school with academy status. There are approximately 1170 students on roll, of whom around 320 are in the Sixth Form. The school was founded in 1956 and is one of four grammar schools serving the borough of Slough and the surrounding area. Our aim is to enable students to develop themselves and achieve high standards within an academic and friendly environment that stimulates and challenges them. Great emphasis is placed upon participation in a wide range of cultural, social and sporting activities. Parental support for the school is strong, and we are heavily over-subscribed.

Historically we have admitted around 150 students into 5 forms in Year 7, with typically another 20 or so entering Year 12 from other schools. Slough Local Authority has supported the expansion of the school to 6 forms of entry (180 students) from September 2017 as part of the strategy to deal with rising pupil numbers in the local area.

The school occupies a 16 acre site in Langley close to the M4 and M40 and has good rail links into London. The site has benefitted from a substantial building programme in recent years, with new classrooms, sports centre, all-weather pitch and a Sixth Form Centre with a 200-seat lecture theatre and specialist classrooms. We are part of the Government's Priority Schools Building Programme which sees our main '1956' building being rebuilt over the next two years to provide state of the art accommodation, particularly for Science and Technology.

We are a National Teaching School and a lead school in the Slough Teaching School Alliance, with a record of innovative practice and extensive outreach and targeted support to schools in the local area and beyond. A number of staff are designated as Lead Practitioners or Specialist Leaders of Education. Our innovative work with iPads has been recognised with our designation as an Apple Distinguished School.

The school was last inspected in March 2007, when it was judged to be outstanding in all categories, and as such is currently exempt from routine inspection. You can find further information about the school on our website at www.lgs.slough.sch.uk.

Our students

Students enter the school in Year 7 on the basis of an 11+ examination administered by a consortium of the four grammar schools in Slough. Our students represent approximately the top third of the ability range as measured by the 11+ selection process.

Currently some 40% of our students come from the borough of Slough, and reflect the diverse local community. The remainder of the students come from a wider geographical area including a number of West London boroughs. We are refocusing our admissions criteria to give greater priority to local children and this ratio will change over the next few years.

Over 90% of students come from minority ethnic backgrounds, giving the school a rich and varied cultural mix. The school is a well ordered and respectful community; students are polite, courteous and well-motivated. They are also high-achieving; the great majority stay on into the Sixth Form, achieve very good A-level grades and move on to university degree courses at highly reputable universities.

Examination results are consistently excellent. In 2019, 67% of A-level entries were awarded A*, A or B and over 65% of GCSE entries were awarded Grades 9-7.

Our staff

We have 115 staff with 80 teachers and 35 in support or administrative roles. Teaching staff work in subject teams, led by subject leaders who are line managed by members of the Senior Leadership Team. Most teaching staff act as form tutors, with tutor teams led by Phase Leaders covering Year 7, Years 8 & 9, and Years 10 & 11. The large Sixth Form tutor team is overseen by the Head of Sixth Form and her two deputies. Our staff are professional, innovative and committed to the academic and personal development of the students. The school has a strong community ethos and staff support for students is outstanding.

All staff are entitled to an annual Professional Review as part of a strong and supportive performance management system, and to high quality induction and on-going professional development. There is a comprehensive programme of professional development. Staff frequently contribute to working groups to develop aspects of school policy. There are opportunities for staff to advance within the school, and we offer support for those who wish to find promotion elsewhere.



Curriculum and student support

All students entering Year 7 study a wide range of subjects including: English, Mathematics, Science, French or German, History, Geography, Religious Studies, Information Technology and Computing, Music, Drama, Art, Design Technology, Personal and Citizenship Studies and Physical Education. This programme of study is broadly the same in Years 8 and 9.

All Year 10 and 11 students follow courses in English Language and Literature, Mathematics, Biology, Chemistry and Physics, PSHE and Citizenship, French or German. Students also choose three further optional subjects from a range including: a second foreign language, Art, Business Studies, Design Technology, Drama, Geography, History, Music, Physical Education and Religious Studies.

The great majority of students stay on into the Sixth Form. Most will choose four subjects from a wide range; most currently take an AS examination in one subject at the end of Year 12 and continue the other three through to the final examinations in Year 13. There is an additional programme of timetabled enrichment activities including other qualifications such as Public Speaking or Community Sports Leader Award, or non-examined courses such as Photography. All Sixth Form students participate in a weekly afternoon of sport or community service.

We place great emphasis on students' physical and emotional wellbeing. Throughout the school there is a strong tutorial system providing individual guidance and support. Reporting of academic progress and personal development operates through a rolling programme of parent/teacher consultations and summative reports. This structure provides for both systematic target setting and evaluation and offers an opportunity to discuss reports in review interviews with form tutors.

Our ethos

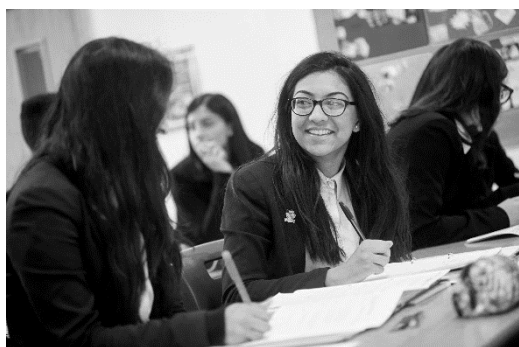
We are privileged to work with able students who have the potential to be in significant positions of influence and leadership in the future.

We encourage our students to discover their own talents, to be confident of their abilities and to follow their passions across academic subjects, in sports and the arts.

We support our students in developing themselves as innovative, effective and independent learners with high-level skills, willing to think in new ways, solve new problems and create new opportunities for the future.

We help our students build up a set of sound values so that they have the strength of character, moral integrity and resilience to deal with the challenges they will face, and the motivation and willingness to work hard to achieve their ambitions.

We seek to develop young men and women who are...



Confident and well-rounded

...demonstrating a positive mindset; secure in their own identity and aware of their own strengths; effective and persuasive communicators; believing in their own self-worth, with a broad and balanced outlook; striving for excellence in all they do; resilient and willing to persevere.



Independent and creative

...able to think critically and make wise decisions; curious and inquisitive; eager to explore and discover; willing to make mistakes and embrace challenges that may at first appear daunting; adaptable and flexible; innovative and enterprising.



Responsible and caring

...grounded in sound ethical and moral values; socially and culturally aware; recognising and appreciating diversity; having the courage to stand up for what is right; acting with kindness and compassion to bring out the best in themselves and others; engaged in communities with a local, national and global outlook.

Details of vacancy – Senior Science Technician

We are offering an exciting opportunity for an enthusiastic Senior Science Technician to join a busy and dynamic Science department. This is a permanent appointment, term-time only plus 2 weeks, 37 hours per week.

The successful candidate will manage and lead a team of Science Technicians undertaking tasks to support teaching in all Science subjects. A sound knowledge of the management and control of equipment and materials used across the whole Science department is required. In addition, the jobholder is required to monitor the departmental budget in conjunction with the Subject Leaders. You should be qualified to at least 'A' level Chemistry and/or Biology (or equivalent), have a minimum of GCSE in Physics, preferably have experience of a similar role within a school environment, and you will need to be confident in your ability to manage a team. Above all you will be interested in young people, supporting them in their studies and personal development.

The Science team

The Science team is the largest teaching team in the school, with 14 teaching staff led by the Subject Leaders for Biology, Chemistry and Physics under the direction and guidance of a member of the Senior Leadership Team. Teaching staff are supported by a team of laboratory technicians.

Accommodation

There are eight science laboratories providing a good standard of specialist accommodation. All laboratories are equipped with interactive whiteboards and are covered by the wireless network; all staff have laptops and iPads. In addition, the faculty has three sets of laptops for student use, and a full set of dataloggers. As a school we have been rolling out a one-to-one tablet device programme which means that students from Year 8 upwards all have individual iPads.

The school is currently in the first phase of a significant building project which will see the Science department moving into to new laboratories in February 2020.

Science Curriculum

Students in Years 7 and 8 study science for 3 hours per week. In Year 9, students are taught Physics, Chemistry and Biology as separate subjects, currently leading to three separate GCSEs in Year 11 for the great majority of students. All three subjects follow the OCR Gateway Science specifications, with a total teaching time allocation of 6 hours per week across the three subjects.

In the Sixth Form there is a very high uptake to all three science subjects. Students follow the Salters Chemistry course, and the OCR specifications in Biology and Physics. A Level courses are each taught for 9 hours per fortnight.

Examination results

The examination results at GCSE and A-level have been consistently excellent. GCSE results in science for Year 11 students in 2019 were as follows:

GCSE Biology	80% grades 7-9, 24% grade 9
GCSE Chemistry	92% grades 7-9, 38% grade 9
GCSE Physics	91% grades 7-9, 29% grade 9

Of the 34 Year 13 Physics students in 2019, all gained at least an E grade, 88% achieved at least a Grade C, and 68% achieved an A*, A or B grade.

Senior Science Technician – job description

This is a full-time, term-time plus 2 weeks position, the working hours are 37 hours per week (8am – 4pm Monday to Thursday, 8am – 3:30pm Friday)

Purpose of the job

The Senior Science Technician is responsible for:

- Ensuring that a safe, effective and efficient laboratory technical service is provided for use by students and teaching staff.
- Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Co-ordinating the use and development of practical resources and facilities within the science department.
- The line management of all science technicians including their induction, training and performance management.
- Ensuring that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks.

Salary

NJC Scale 5 – 6 (depending upon experience). Salary range is £22,515 - £27,243 (full-time), the pro rata (term-time plus 2 weeks) salary is £19,474 - £23,563.

Line of responsibility

The Senior Science Technician is directly responsible to the Science Subject Leaders.

Job description

Operational

- Assist the teaching staff of the Science Department in the preparation of lesson materials and daily checks of classroom consumables.
- Build and assemble items of apparatus for use in lessons and practical examinations.
- Provide technical assistance and support to students either individually or during practical lessons as required.
- Organise, manage and lead the team of technicians to meet departmental needs, including cover for absences, delegating tasks appropriately. Ensure that the team is well resourced, organised and developed to meet the performance standards required by the Science department.
- Undertake the lead role within the department/s on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- Co-ordinate the use of practical resources and facilities in order to provide equipment as requested by teaching staff, ordering and issuing supplies as and when required. To operate systems for stock control and ordering items.
- Organise the construction, preparation and repair of equipment.
- Ensure the cleaning and maintenance of glassware, equipment and sinks.
- Ensure that the laboratory, preparation facilities and stock cupboards are kept clean, tidy and in good order.
- Preparation of bulk stocks of solutions.
- Operate systems for the management, control and storage of equipment, apparatus and chemicals in accordance with safety requirements. Participate in training and attend courses where relevant
- Buy materials as and when required, including local purchases as necessary.

- Under the guidance of the Science Subject Leaders, be responsible for the promotion and observance of a healthy and safe working environment. This includes:
 - Actively leading and co-ordinating the assessment, monitoring and review of health and safety procedures and information resources.
 - Keeping up-to-date with current procedures and practices through continuing professional development.
 - Maintaining safety standards in relation to the provision of practical resources and ensure the observance of all safety standards by the technicians.
 - Providing technical advice on health and safety issues and other relevant regulations to teachers and support staff.
 - The safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards.
 - The safe storage and accessibility of equipment and materials.
 - Carry out and update risk assessments in accordance with school policies.

Personnel

- Establish and maintain good relationships with all staff, students, visitors, suppliers and contractors.
- Identify the training needs of science technicians and organise appropriate development opportunities in discussion with the his/her manager.
- Complete science technicians' appraisals, including the setting of appropriate targets.

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy, including returns and reports.
- Source suppliers applying best value principles.
- Ensure that financial procedures and activities are carried out within the department in accordance with school policies and procedures.
- Complete equipment and stock inventories as required.
- Monitor the departmental budget and spend in conjunction with the Science Subject Leaders.
- Co-ordinate the reprographics requirements of the department.
- Be a member of the school Health & Safety Committee, representing the Science department.
- Contribute to whole school planning activities

General

- Attend relevant meetings, training sessions and school events as required.
- Undertake first aid training and responsibilities as required.
- Keep up-to-date with developments and changes in requirements and regulations, and communicate appropriate information to colleagues.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Additionally:

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder is required to uphold the school's policy in respect of child protection matters.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and it may be subject to modification at any time after consultation with the post holder.
- All staff participate in the school's performance management scheme.

Senior Science Technician - person specification

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Educated to A level or equivalent in Chemistry and/or Biology and GCSE in Physics • Other recognised training in relation to Science • Minimum standard of GCSE (grade A* to C or equivalent) in English and Mathematics • At least 2 years experience working as a laboratory technician • Evidence of being able to lead a team in a busy and high-performing environment 	<ul style="list-style-type: none"> • A level or equivalent in Physics • Further or higher education qualifications relevant to the field • Experience working as a technician in a school or educational establishment • Experience of effective leadership and line-management of staff • Experience of working with young people 	Application form Letter of application References Interview Certificate/s (to be available at interview)
Knowledge and skills:		
<ul style="list-style-type: none"> • Sound subject knowledge around science in an educational context. • Good understanding of a range of chemicals and their properties • Ability to build and form good relationships with students, colleagues and other professionals • Working knowledge of implementing and monitoring regulations and legislation relating to laboratories, such as health & safety and COSHH requirements • Evidence of being able to work as part of a team; and lead, develop and motivate a team in a busy and high-performing environment, understanding school roles and responsibilities including own • Good standard of numeracy and literacy skills • Excellent interpersonal, verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Ability to evaluate own development needs and those of others and to address them 	<ul style="list-style-type: none"> • Knowledge of Physics in an educational context. • Excellent written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Understanding of science syllabus and schemes of work • Managing and monitoring a budget 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<ul style="list-style-type: none"> Ability to proficiently use a variety of ICT equipment and other specialist resources Ability to proficiently use computer software including word processing, spreadsheets, etc 		
Personal qualities		
<ul style="list-style-type: none"> Self-motivated, and willingness to learn and develop new skills through CPD Able to follow direction and work in collaboration with line managers. A desire to make a difference to the lives of young people Efficient and meticulous in organisation Initiative and ability to prioritise one's own work and that of others to meet deadlines Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations Commitment to the highest standards of child protection and safeguarding. Recognition of the importance of personal responsibility for health and safety Commitment to the school's ethos, aims and its whole community 	<ul style="list-style-type: none"> Committed to student engagement, development and achievement 	Application form Letter of application References Interviews

Application process

Please complete the Langley Grammar School application form **and** a letter supporting your application. Your letter should:

- Explain why you are applying for the post,
- Outline the relevant experiences you believe have prepared you for this post,
- Describe the skills and attributes you will bring to the role.

The school's application form must be completed in full. CVs on their own are not accepted.

Completed applications should be sent to:

Mr Gregory Trigg, Business Manager
 Langley Grammar School, Reddington Drive, Langley, Berkshire, SL3 7QS

Applications by e-mail are acceptable; please send to gregorytrigg@lgs.slough.sch.uk

Deadline for applications: Midday on Monday 14 October 2019

Interviews will be held in the week beginning Monday 21 October 2019

References

Please note that it is our normal practice to take up references. Your referees must include your most recent employer; references from friends or relatives are not acceptable.

Safeguarding

Langley Grammar School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers. The successful applicant will be subject to an enhanced disclosure check with the Criminal Records Bureau.

Equal opportunities

Langley Grammar School will not discriminate directly or indirectly through applying conditions or requirements which cannot be shown to be justified. We will not discriminate on the grounds of race, gender, nationality or origin, marital status, disability, economic status, sexual orientation, age, trade union, political or religious belief, or responsibility for dependants.

Disability statement

Langley Grammar School will give favourable consideration to application for employment made by people with disabilities having regard to their particular aptitudes and abilities. A disability or health problem does not preclude full consideration for the job and applications from suitably skilled people with disabilities are welcome.

