



GREENSHAW
LEARNING TRUST



Science Technician

Recruitment Pack

**ALWAYS
LEARNING**

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Introduction

Dear Candidate,

Thank you for your interest in the role of Science Technician at Brakenhale School. As the new Headteacher of the school as of this 1st September 2021, it's an ideal opportunity to join me on this new journey. I'm looking for a passionate and ambitious individual to join our school community where, together, we will ensure that our vision of increasing the life chances for our students continues.

The Brakenhale School is an 11 to 19 academy situated on the southern side of Bracknell town centre. Our brand-new building, opened in 2020, has created a renewed learning environment in which our students can flourish. This commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. Furthermore, being an integral part of our local community is something that we value.

The Brakenhale School joined the Greenshaw Learning Trust (GLT) in 2016. GLT has at its heart effective collaboration and the sharing of the very best practice, not only throughout the organisation, but across and with other like-minded educational organisations. This leads to further improvement in the life chances of as many young people as possible. As such, our school was graded 'Good' in the last Ofsted inspection (January 2019). However, some elements were deemed 'Outstanding' which we are proud of.

The Greenshaw Learning Trust website www.greenshawlearningtrust.co.uk provides a clear picture of our aspirations and our vision for schools within the Trust. Please do not hesitate to contact us to seek further information.

I would also encourage you to visit our website www.brakenhale.co.uk to find out more. If there are specific questions to the role, please contact Mr Woods, Head of Science at dwoods@brakenhale.co.uk or for more general queries contact Human Resources by email at hr@brakenhale.co.uk.

Diversity and inclusion are very much at the heart of our school. We look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief or race.

I enclose a recruitment pack and I look forward to receiving your application.

Yours faithfully,

Bhavin Tailor
Headteacher - The Brakenhale School

Greenshaw Learning Trust – ‘Always Learning’

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises its employees as its most important asset and are aware that the quality and commitment of employees is critical to success. All employees are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Car Benefit Scheme
- My Health discounts

Job Description – Science Technician

Reporting to: Teacher of Science / Head of Science

Salary: Support Staff Scale I point 1 £20,680 – Scale point 14 £24,121, full time equivalent salary
(actual salary £17,755.86 - £20,710.30)

Hours: 37 hours per week Term Time only + days.

Key Responsibilities and Duties

- To assess, manage and deliver pastoral and learning support
- Assist the teacher with preparing materials for the class and clearing up the resources at the end of the class, maintaining a safe working environment
- To support the pupils to understand instructions and develop independent learning skills
- To coordinate the use of practical resources and facilities and help and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside of the department
- To coordinate the day-to-day organisation and development of resources across biology, physics and chemistry
- Keeping accurate up-to-date stock records
- To ensure regular checking, cleaning, maintenance, calibration, testing and repairing of equipment takes place
- To control the safety, COSHH and ESCC regulations are adhered to
- To work in line with the behaviour for learning policy
- To support students with their social and or emotional well-being and reporting concerns where appropriate
- To support the SENCO in the identification of the needs of students on the SEN register
- Record basic student data
- Assist with break and lunch time supervision as required
- To complete required training
- To follow all Health & Safety, safeguarding and GDPR requirements
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy
- To carry out tasks as reasonably required by the Headteacher

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young people.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Personal Responsibilities

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To attend meetings scheduled in the school calendar punctually
- To adhere to the School's Safeguarding Policy.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and School Experience: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:		
	<ul style="list-style-type: none"> ● GCSE Maths & English Grade C or equivalent ● Good literacy and numeracy skills ● Appropriate experience of operating in a similar role 	<ul style="list-style-type: none"> ● NVQ Level 2 or equivalent in specialist area
Experience: In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:		
	<ul style="list-style-type: none"> ● Knowledge of using IT systems and packages, in particular Microsoft Office ● Able to use relevant technology and specialist equipment effectively ● Experience of working with vulnerable young people Experience of working in a school's environment 	<ul style="list-style-type: none"> ● Evidence of continuous professional development ● Behaviour management skills
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> ● Strong verbal & written communication skills and an ability to use these to have a positive input on student learning in the classroom & in small groups/1-1 ● Ability to maintain accurate records ● Ability to work within set guidelines and respond to unexpected circumstances ● Ability to cope with exposure to emotionally demanding situations ● Ability to work effectively as part of a team or as an individual ● Ability to prioritise workloads and have excellent time management and organisational skills 	<ul style="list-style-type: none"> ● Quick to adapt and take on new initiatives ● Willing to undertake further training which may be required ● Quick to adapt and take on new initiatives

	<ul style="list-style-type: none"> ● Excellent interpersonal and communication skills ● Ability to establish positive relationships with staff members at all levels ● Able to take a whole school perspective on issues ● Excellent attention to detail ● Ability to be self-motivating ● Resourceful, creative and enthusiastic ● Ability to remain positive 	
<p>Professional Knowledge and Understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:</p>		
		<ul style="list-style-type: none"> ● Knowledge of SEND policies and procedures

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability on one side of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am, Friday 26th August 2022** however may interview and close sooner if the right person is found.

2. Shortlisting

Shortlisted candidates will then be invited by email and or telephone to attend for an interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

3. Interview

Interviews will be held soon after the closing date.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Take up post

The successful candidate will take up the post as soon as possible. Should you require any additional information, please contact HR@brakenhale.co.uk.

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.