

Tapton
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

CHAUCER SCHOOL

SCIENCE TECHNICIAN

Application Pack



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Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

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A Message from our CEO



David Dennis
Chief Executive Officer

Thank you for your interest in joining Tapton School Academy Trust.

Through clear leadership and governance we plan to support and improve outcomes across all of our schools, transforming all our learners and becoming an outstanding Trust.

Engagement with every family is the touch stone for our work, ensuring a culture of high trust, common values, low threat and a shared moral compass. At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We know that our staff are our greatest resource, and put in place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

Thank you again for your interest in joining us and the best of luck with your application.

About Tapton School Academy Trust

Tapton School Academy Trust was formed in 2011 and has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18 and employing over 900 staff.

Children joining the Trust have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, and leave our schools fully prepared for successful lives.

Our Vision

To realise the life chances and dreams of every child.

Our Mission

To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

Our Values

- A culture of professionalism
- A focus on nurture as well as achievement
- Involvement of the family and wider community in everything we do
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage
- Mutual support and development
- The health, well-being and safety of all our people.

Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this
- Schools retain their identity and are part of something special
- Differentiated solutions according to support needs
- Mentoring, coaching, directing
- A clear scheme of delegation and decision making to ensure that all our children get the best educational experience.

Our Strategy

The Trust Board are responsible for the schools within the Trust and determine the mission, vision and MAT improvement strategy. Local context and community links are provided by Local Governing Boards.

Our strategic objectives sit within 4 key aims:

Aims	Objectives
Effective Schools	<ul style="list-style-type: none">• Securing high levels of attendance and low levels of persistent absence• Ensure safeguarding policies and practices operate effectively• Build relationships further between schools and vulnerable families• Further focus on vulnerable learners to reduce suspensions and exclusions• Close the attainment gap between disadvantaged learners and other learners.
Outstanding Outcomes	<ul style="list-style-type: none">• Improving the quality of education in each school• Provide learning in every classroom for every learner that is at least good and addresses each learners need• Continue to develop a Trust in which learners achieve high rates of progress.
Sustainable Trust	<ul style="list-style-type: none">• Actively communicate and engage with all stakeholder groups• Continue to ensure best value and use of all resources• Develop revenue raising opportunities• Future proofing buildings and facilities.
A Great Place to Work	<ul style="list-style-type: none">• Continue to build capacity through cross Trust collaboration and support. With an emphasis on improving workload and subject level collaboration to further develop common approaches• Develop a Trust talent management plan. Continue to create opportunities for staff to develop and gain further experience• Develop a succession plan with an emphasis on executive leadership• Further develop our approach to staff wellbeing.

Further information about the Trust, including full governance structure and current performance, is available in our [Annual Report and Accounts](#).

Welcome from the Headteacher at Chaucer School

Thank you for considering becoming part of Chaucer School.

Chaucer School is genuinely at an exciting stage of development. We're under no illusions that this is a school in a challenging context, in a community significantly hit by the ravages of Covid. However, we also know that working in a school like ours brings rewards like no other. We are looking for other like-minded colleagues to join us in our drive for first class education hand in hand with first class support.

With significantly strengthened capacity since the OFSTED inspection in June 2022, we have taken ambitious action to bring our school a long way down the road to improvement in a short amount of time. In short, Chaucer School is stepping up to the plate. Our expertise and impact with safeguarding for our community is something we're extremely proud of. Our work on the quality of education allows for innovation and creativity to support all our learners. Our work on personal development, and in particular work on careers and aspirations, is starting to pay back with a cultural shift into bigger and better beliefs in real futures for and from our students. Our Relationships and Behaviour policy and renewed high expectations aim to work with students and families to find a way to encourage, build, and maintain positive behaviour in school.

Our three core values of Respect, Responsibility and Kindness are at the heart of our drive for improvement from and for students. With support from our Trust colleagues across Tipton School Academy Trust, both primary and secondary, and our extremely supportive and involved governing body, we know we are 'better together' to realise the life chances and dreams of every child in the Trust.

I hope the following information gives you something of an insight into what makes Chaucer School different to many other schools. If you would like to visit to see if Chaucer School is the place for you, please do get in touch to make an appointment.



Joanna Crewe
Headteacher

Our Context

The IDACI deprivation index of 2019 places our students as living in one of the most deprived wards in the country – the top 1% - 246th out of 32,844 wards in England. This position had worsened since 2015 and we can see that position having been exacerbated again through COVID impact, and the cost of living crisis. The 7 domains of deprivation such as income, employment, health, crime, all place our students under significant risk, with some factors rating at the most disadvantaged scores. Pupil Premium funding is registered for 65% of all students, rising to 72% for KS3 students.

Covid recovery in a disadvantaged community can be slower than in other parts of the country in terms of returning to learning habits, routines, punctuality and attendance. Safeguarding needs have increased significantly as children returned after lockdown, with regularly 50+ students at Child in Need/Child Protection, 30+ open CYT cases, and 20+ open MAST cases. Attendance is an ongoing focus area as we strive to embed aspiration and a belief in the importance of education. This context informs each of our strategies to support, safeguard and guide students to success, but significantly impacts on trust, engagement and aspiration to be socially mobile. Our inclusive practice and trauma informed, ACE aware relational approach to work WITH students and families is therefore crucial in order to reengage students into learning.

Quality of Education

With the Trust, we have co-constructed and continue to align a curriculum that is ambitious and designed to give all students, particularly disadvantaged, the best possible opportunities for success. We continue to address the challenge of knowledge, communication and cultural capital with disciplined innovation through delivery, experience and intervention for students to close any gaps that have emerged. The end points of the curriculum are for all students to have been nurtured to realise their life chances and dreams as successful learners, confident individuals and responsible citizens with the best possible qualification outcomes for employment readiness.

The curriculum and supporting structures have been redeveloped so a broad range of subjects are available to enhance further the effective delivery of knowledge and skills for all students including those with special educational needs. We are also at the next stage of curriculum alignment across the trust, with broad KS3 alignment in Core and EBACC since Autumn 2022. In addition, our commitment to genuinely alternative curriculum offers at KS3 and KS4 mean that we invest in both internal and external provision experiences in horticulture, bike maintenance, construction, furniture restoration, bee keeping, and hair and beauty.

With lower literacy levels than average, every teacher is a teacher of literacy at Chaucer School. In terms of supporting literacy and reading, all teachers are aware of the importance of supporting literacy needs into each lesson, and clear guidance is regularly shared on each child's decoding skill levels. In addition, a key thread through lessons and tutor time is developing and embedding oracy confidence for each child.

A teaching, learning and assessment trust wide cycle has introduced standardised Trust assessment points and then deep analysis leads to next steps being specified. Qualifications have been aligned across TSAT to ensure that the best possible support can be deployed, as well as best practice on sharing of assessments, resources and planning. Our trust relationships continue to grow and develop as we learn as much from our differences as our similarities – but always 'better together.'

Quality of Support

Safeguarding in school is of the highest standard. A high volume of safeguarding cases from our community means our staff are experts in their field, and processes are watertight to effectively manage and maintain the safeguarding needs of the children of Chaucer School. No stone is left unturned in seeking strategies to support children through our trauma informed ACE aware relational approach.

We have a very strong culture of inclusive practice/impact developing its curriculum to support students with adverse childhood experiences (ACEs) and ensuring trauma informed pedagogy is at the forefront of delivery. This means that a core strand of staff CPD is focused on trauma informed, relational practice in the classroom. The Social Discipline Window of working WITH students and families, rather than doing 'to' or 'for' them, is at the heart of our approach. There is a focus on relationship and behaviour training for staff, including sessions around trauma informed practice and the 'window of tolerance;' PACE training to further enhance our effectiveness at dealing with students who find themselves unable to regulate their own behaviours; and further CPD around EMR (establish, maintain, restore) method of building positive relationship to teaching staff. We also set great store in all staff use of the behaviour database enabling subject leaders in particular to have an acute understanding of the behaviour data within their own areas, and teacher/student relationships.

Year 7, 8 and 9 are taught in mixed ability tutor groups, which students stay in for the majority of their lessons. Behaviour data, staff voice and student voice all suggest this has been a positive development for the school, and continue to show benefits for engagement and progress.

In a context of traditionally poor attendance, both within the city and in the immediate environment, the school pursues all avenues to tackle the aspiration to attend and achieve. The attendance team are relentless in their pursuit of improvements to attendance under the lens of safeguarding, supported by the team of tutors, Engagement Leaders and Year Leaders. Attendance is everyone's business, and we all see attendance as high priority.

Our Personal Development programme is strengthening at pace, with a range of context specific learning opportunities alongside the national requirements. Learning is tracked through LIFE lessons, subject curriculum development plans and also year group to ensure opportunities are not missed for any aspect of SMSC, PHSE and RSE. Our LIFE programme is interleaved with the curriculum to provide learning strategies, interpersonal skills, financial awareness and emotional intelligence. We have a rich programme of external professionals coming into school to educate large and bespoke groups not just on career and academic pathways, but also, regarding the dangers of gang culture, knife crime, CCE/CSE, in order to match our community context and need. These opportunities support student confidence, resilience and independence.

Careers provision further enhances the practical work of raising of aspirations all students with high quality careers activities and interventions. The LIFE curriculum includes a careers curriculum element in Years 7-11, including local labour market information, different sectors of work, and the difference between a job and a career. This is moving towards driving links to careers through curriculum subject choices. NEET figures are low, and engagement with aspirational sixth form provision is increasing significantly, as well as a cultural shift towards a real belief in aspirational careers, courses and futures to be proud of.

The Role - Science Technician

Tapton School Academy Trust are seeking to appoint a Science Technician to join Chaucer School Science department and to work with the Science lead and team.

We are seeking a dynamic and high calibre professional who will be key in implementing the efficient and effective delivery of support across the Science department.

The effective delivery of these services, the quality of response and communication and the professional approach to all stakeholders will be key success criteria.

Salary Range:	Grade 3, currently £21,575 to £21,968 FTE
Responsible To:	Head of Science
Responsible For:	N/A
Hours of Work:	37 hrs/ 40 weeks per year
Holidays:	25 days or 30 dependant upon levels of continuous service
Benefits:	<ul style="list-style-type: none">• Salary Sacrifice Car Scheme• Cycle to Work Scheme• Discounted membership for Westfield Health• Occupational Health• Wellbeing Programme• Continuous CPD and Training.

Responsibilities

The postholder must at all times carry out his/her responsibilities within the spirit of Tapton School Academy Trust's Policies and Procedures, in particular the Trust's Policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996.

SUPPORT FOR PUPILS

- Support pupils in accessing learning activities as directed by the teacher.

SUPPORT FOR THE TEACHER

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
- Provide clerical/admin support eg photocopying, printing, display, collection and recording of money etc.

SUPPORT FOR THE CURRICULUM

- Monitor and arrange orderly and secure storage of supplies.
- Maintenance of every day equipment, checking for quality/safety.
- Undertake simple repairs and report other damages.
- Operation of everyday equipment in accordance with instructions.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to the appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos of the school
- Attend and participate in meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Appreciates and support the role of other professionals.
- Assist with the supervision of pupils out of lesson times e.g. clubs, extra curricular activities

MAIN DUTIES AND RESPONSIBILITIES

- To contribute to the effective and efficient service delivery of the science technician team.
- To ensure maintenance of a purposeful, orderly and productive working environment.
- To prepare the use of specialist equipment/resources/materials in an accurate and timely manner.
- Assist with the safe disposal of chemicals and radioactive sources following specified guidelines and procedures.
- To contribute to the development and maintenance of an inventory of equipment, chemicals and radioactive sources.
- Support in the management of records, information and data, producing analyses and reports.
- Promote a healthy and safe working environment and ensure the promotion of health and safety and good behaviour of pupils at all times.
- To maintain stock levels and liaise with the Senior Science Technician to ensure adequate stock.
- To support in the maintenance/quality and safety of specialist equipment (including minor repairs).
- To assist with the operation, maintenance and development of administrative procedures relating to the science technician service.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide highly specialist advice and guidance as required.
- Be aware of, and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/ethics of the school
- To specialise in science but be prepared to work flexibly across all areas of the curriculum.
- Participate in training and other learning activities and continuous professional development as required.
- To provide First Aid duties as directed to meet the school's needs; appropriate training will be provided.
- To undertake any other duties as may be determined after negotiation between management, the post holder and appropriate Trade Unions, and commensurate with the grade for the post.

The Person

The successful candidate will demonstrate the following:

Minimum Essential Requirements	Method of Assessment
<i>Skills/Knowledge</i>	
Effective use of ICT to support learning	Application form, interview, references
Use of specialist equipment and resources	Application form, interview, references
An understanding and commitment to the promotion of health and safety in the workplace	Application form, interview, references
Ability to communicate with a range of young people and adults	Application form, interview
Able to work constructively as part of a team	Application form, interview, references
<i>Experience/Qualifications/Training etc. (if any)</i>	
Good all round education with a focus on science subjects. Excellent numeracy/literacy skills	Application form, references
Evidence of commitment to continuing personal and professional development	Application form, interview
Ability to learn new skills and cascade these to others through one to one and group interaction	Application form, interview
Experience of working or studying in a relevant discipline in a learning environment	Application form, interview, references
<i>Work Related Circumstances (including Working Conditions)</i>	
Capable of working under reasonable pressure	Application form, interview, references
Ability to work to deadlines	Application form, references

Chaucer school is committed to safeguarding students.

Student safety and promoting the welfare of our students is our primary concern. We adopt a holistic culture of care and expect all our staff to share this commitment.

We value everyone, care for each other and strive to achieve excellence

The Person

The successful candidate will demonstrate the following:

Requirements	Essential or Desirable
Qualifications and/or experience: <ul style="list-style-type: none"> • Good standard of Literacy and Numeracy • Good standard of ICT Skills 	E E
Skills/Experience: <ul style="list-style-type: none"> • Experience of working in an educational environment • Experience of working with young people • Experience of working in a laboratory • Excellent communication skills • Excellent organisational skills 	D D E E E
Knowledge and Understanding: <ul style="list-style-type: none"> • Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals • Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools • Knowledge of relevant codes of practice • Knowledge of school policies relating to behaviour, attendance, equal opportunities and child protection • Ability to work on own initiative • Ability to prioritise workload 	D D D D D E E
Skills/Abilities: <ul style="list-style-type: none"> • Ability to carry out risk assessments in relation to laboratory work • Ability to prepare equipment and materials for lessons, as requested by the senior science technician/teacher • Ability to work under pressure and meet deadlines • Ability to relate well with students • Ability to work with staff at all levels • Responsible and conscientious approach to Health & Safety • Flexibility and adaptability • Ability to work individually as well as part of a team 	D E E E E E E E

How to apply

For further information and an application pack please contact the Headteacher's PA Chelsea Clarke via email cclarke@chaucer.sheffield.sch.uk

Closing date for applications: Thursday 29th June 2023

Interviews will be held: Week commencing 3rd July 2023

Please note:

- References for short-listed candidates will be requested before the interview.
- Successful applicants will be required to undertake a DBS Enhanced Disclosure check.

Further Statement

- The contents of this job profile and allocation of particular responsibilities may be amended after consultation from time to time.
- The role is to be initially based at Chaucer School. It is a Trust role and work may therefore also cover other Trust schools.
- Any other duties and responsibilities appropriate to the grade and role.
- All the above duties and responsibilities to be carried out in accordance with Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

Safeguarding

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the pre-employment checks.

Please note: Canvassing of any employee, Trustee or member of the Local Governing Board directly or indirectly is prohibited and your application will be disqualified.

Policies

Our approach to safeguarding, and school safeguarding policies can be found on the Trust website: [TSAT - Safeguarding \(taptontrust.org.uk\)](https://www.taptontrust.org.uk)

Equality & Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. [Click here](#) to access TSAT's Equality and Diversity Statement.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies page](#) of our website.