



# New Hall School

The Best Start in Life



Appointment of

## Science Technician

Closing date for application is midday,

Thursday 18 April 2024

Start date: September 2024

## Introduction

The Science Departments consistently achieve excellent results both at GCSE and A Level. At GCSE, around a quarter of students achieve the highest Grade 9, with approximately three quarters achieving Grade 7+ each year. At A Level, around half of our students across the Sciences achieve A\*/A each year and a significant proportion of each cohort go on to study STEM-related subjects at university, including to the most competitive courses such as Medicine, and universities such as Oxbridge, Imperial and UCL.

## Salary & Benefits

### Salary

New Hall School has its own salary scale. The salary for this role is currently £20,000pa (fte £25,000pa; S1).

### Hours of Work

Your hours of work will be 8.00am-4.30pm, Monday to Friday, for 36 weeks each year (including School term time). You will have an unpaid break of 30 minutes each day. These weeks shall include published INSET (staff training) days, which all staff are required to attend. You are required to work on School Open Days, which usually take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May.

### Pension

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

### Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

### Lunch in term time

Currently, all staff are permitted lunch without charge in term time, which is subject to annual review. Staff having School meals should assist with supervision and take an interest in getting to know students.

### Sport club membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club (currently £20pa plus £5pa for family members), with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track
- 12 golf practice bays

# Job Description

The Science Technicians work across our large and dynamic Science Departments to support the teaching of Science within the School.

## Key responsibilities:

### 1. To support the teaching of Science:

- 1.1. to prepare materials, resources and equipment for daily use in the Science Departments
- 1.2. to support teachers in the classroom e.g. during demonstrations and/or helping with practical skills
- 1.3. to help maintain laboratories and prep rooms, including arranging repairs
- 1.4. to ensure the learning environment is safe and first aid boxes are replenished
- 1.5. to advise staff on the state of materials and stock levels, and to order equipment
- 1.6. to keep accurate records of all new rules and regulations, including the updating of Hazard Cards, Chemical Safety Data Sheets, Student Safety Sheets and Recipe Cards
- 1.7. to assist the Heads of Science in the management of departmental budgets
- 1.8. to conduct subject specific monthly, termly and yearly safety checks
- 1.9. to issue and track textbooks and other subscriptions
- 1.10. to maintain a stock of stationery within each laboratory and prep room
- 1.11. to prepare items for display boards and School Open Days, including taking photographs of Science activities
- 1.12. in conjunction with the Teachers of Science, to trial and adapt new practicals and equipment to ensure they work before being used in the classroom
- 1.13. to act as an Emergency First Aider for the Science Departments
- 1.14. to attend and support Open and Taster Days

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy and Procedures at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. The Equal Opportunities Policy is available on our website.

## Person Specification

Candidates should have a clear understanding of, and a commitment to the aims of a Catholic independent school.

	Essential	Desirable
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Training in a Science or Science related subject</li> <li>• GCSEs at Grade C+/4+, including Mathematics and English (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree (or equivalent qualification)</li> <li>• First Aid training, or willingness to undertake a First Aid qualification</li> <li>• Health &amp; Safety training and/or qualifications</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience working as a Science Technician (supporting Physics or Biology)</li> <li>• Experience of independent and/or boarding education and/or Catholic education</li> </ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Excellent IT, administrative and organisational skills</li> <li>• Ability to plan effectively and to meet deadlines</li> </ul>	
<b>Disposition and personal qualities</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of promoting and safeguarding the welfare of children</li> <li>• Initiative, drive and enthusiasm to develop practice to best support learning</li> <li>• Integrity and ability to give clear and consistent witness to values of care, trust and respect</li> <li>• Highly motivated, proactive and keen to learn</li> <li>• Ability to relate effectively to students</li> <li>• Ability to adjust to change and development</li> </ul>	



## The Science Departments

Within the Senior Divisions at New Hall (Years 7-13), Science is taught through Biology, Chemistry and Physics lessons, which are delivered by the teachers within our three Science Departments. All three departments work closely together, and all hold practical application, collaboration and innovation at the heart of their approaches. The curriculum in all three subject areas has a focus on learning through experimental work and is designed to develop the key skills that enable students to be successful in their studies at GCSE, A Level and beyond.



As well as promoting the practical application of Science through experimental work, the Science Departments also promote STEM careers, working collaboratively with other STEM departments in the School. This enables students to explore these subjects beyond the focus of their respective syllabi. The Science Departments are also committed to sharing good practice, embracing new technologies and delivering innovative and engaging lessons. Furthermore, as New Hall is an all-through school (1-18 years) on a single site, we also provide opportunities to make valuable subject links between the primary and secondary phases, with subject-specialist Science teaching beginning from Year 5.

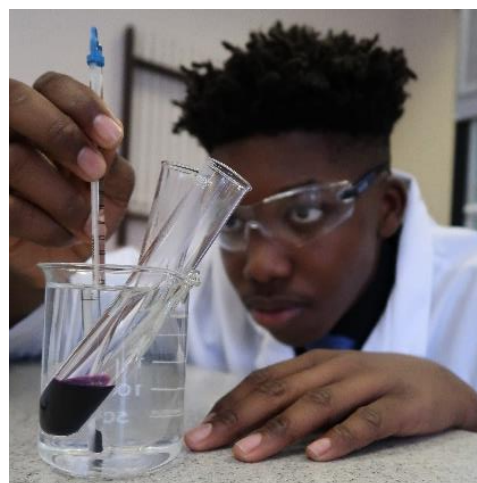
### Facilities & Training

There are ten well-stocked Senior Science laboratories and, in addition to this, we have a separate Science laboratory for Years 5-8. The facilities within the laboratories are excellent and all teachers are issued a laptop and iPad to maximise the opportunities for using technology to enhance their lessons. All students from Year 3 to Year 13 are provided with a School iPad to help facilitate their learning. These devices are used extensively in lessons, and we access a wide range of digital platforms to support learning. The range of scientific equipment available to the teachers is first class, and the Science Departments are supported by generous budgets to ensure that practical work can be at the heart of our approach.

Each Department also has their own workrooms, and we have a team of dedicated Science Technicians who support the teaching across the School.

As well as encouraging laboratory skills, the Science Departments, in particular the Biology Department, utilise every opportunity to take learning outside of the classroom and to make use of the wider facilities across School. New Hall School Farm is home to a range of animals, including pigs, sheep, goats, tropical birds, ducks, geese, chickens, ferrets, rabbits and guinea pigs. Our teachers make use of the Farm to allow them to study many of the behavioural and ecological topics first-hand. On top of this, our extensive site includes areas of woodland and streams that are ideal for the teaching of ecological field work.

Teachers within the Science Departments are experienced and collaborative, making for a supportive working environment where staff are encouraged to undertake continued professional development and to maintain their own research and personal interest in Science. This is further supported by the School's programme of in-house INSET each term, led by our Teaching & Learning Working Group.



### **The Curriculum**

Throughout the Senior Divisions, Biology, Chemistry and Physics are taught as individual subjects.

In Years 7-8, the students follow a program of study designed within each Science Department, which covers the main areas of the National Curriculum and prepares the students for GCSE. In Year 9, all students begin the AQA GCSE suite of courses. At the end of Year 10, well over half of each cohort opts to sit the three Sciences as separate GCSE subjects (Triple Award), with the others instead taking the Combined Science (Trilogy) papers (Double Award).

At A Level, students follow the AQA Biology, OCR Chemistry and OCR Physics A specifications, and all three subjects are popular choices. Furthermore, the generous contact time of twelve 55-minute lessons each fortnight allows A Level teachers the opportunity to enrich their lessons and to fully explore the more practical sides of the courses.



## The Co-Curriculum

The Science Departments collaborate to encourage students of all ages to develop their interest in Science through a range of co-curricular activities. Our clubs and societies include Olympiad teams, Biology Society, Medical Society, Astronomy Club, Engineering Club and STEM Club.

On top of these regular co-curricular opportunities, the Science Departments are committed to offering a wide range of enrichment activities. For example, in Year 7, we take part in 'Race for the Line'. This fun activity encourages students to design and build their own rocket car, and students then take part in a national race. Students are also able to complete a CREST award based around this.

In Year 8, there is an annual Science Day where all students are able to further develop their practical skills with a series of immersive activities run by Thinkers in Education.



We also celebrate Biology Week and Chemistry Week each year through a wide range of events, including baking competitions, demonstrations, presentations, and a series of spectacular assemblies across all the Divisions of the School.

As well as activity days on site, the Science Departments are always keen to encourage students to explore Science outside of School. They organise a range of trips and visits, which include the Science Live GCSE lectures, the annual Physics Fest outreach day for local children, and masterclasses hosted at Cambridge University. The Science Departments have also run a number of overseas trips including to Ecuador and the Galapagos Islands, and to the CERN Institute in Switzerland.



## Departmental Achievements

For further details regarding the Science Departments at New Hall School, please contact Dr Paul Tiffen, Vice Principal: [p.tiffen@newhallschool.co.uk](mailto:p.tiffen@newhallschool.co.uk).

For up-to-date information and news about the Science Departments, please follow our Instagram pages:

@newhallbio

@newhallchem

@newhallphys

@newhall\_mdvprep



## Working at New Hall

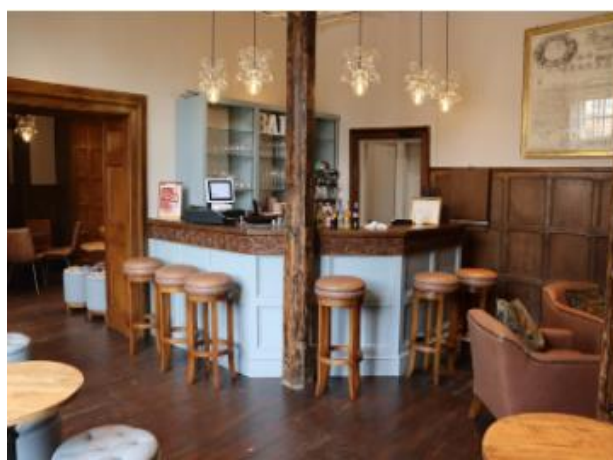
New Hall provides the opportunity to work in a stunning, Grade I listed historic setting. With a staff of around 300, many of whom consider the School 'home', New Hall offers a fast-paced, varied and rewarding environment in which to work.



*Views of New Hall (above left) and the staff room (above right), located in the main School building*



*Indoor swimming pool (above left) and Fitness Suite (above right), available for staff use*



*Denford Bar & Lounge (above), available for staff use*





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