



READING BLUE COAT SCHOOL

VACANCY PROFILE INFORMATION PACK

SCIENCE TECHNICIAN



Closing date for applications: Thursday 30 August 2018 at 09:00

Interviews will be held during the week of 3 September 2018, although suitable candidates may be seen sooner.

Applications may be submitted by CV or School Support Staff Application Form, which can be downloaded from our website "Vacancies" page www.rbc.org.uk/vacancies/

This should be submitted with your letter of application, by email to recruitment@rbc.org.uk. You will be required to complete an Application Form if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.



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BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school with 760 pupils. Boys aged 11 – 18 and girls aged 16 – 18. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire Thames side village of Sonning, four miles east of Reading, where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 160 salaried staff, of whom about 50% are academic staff.

FACILITIES

The School enjoys excellent facilities and continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 10.



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Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.

In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own UP (university preparation) programme. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2017 academic results were impressive; the A Level results were Blue Coat's best ever with 82.7% achieving A*-B and at GCSE the School has achieved 90% A*- B five years running.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2017 just under 90% of students achieved places at their preferred university.

PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy, and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important. Major sports are athletics, cricket, football, rowing, rugby and girls' hockey and netball. Other competitive sports include, but are not limited to, badminton, basketball, boys' hockey, cross country, golf, tennis and touch rugby.

DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summer time" – an outdoor festival of the arts, and other eclectic events that take place across the year.



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CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Creative Writing and Journalism.

COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by our founder, Richard Aldworth. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Further afield, the School has an established partnership with a school in Ghana.

Further information is available on the School's website at www.rbc.org.uk.

Contact for questions about careers at the School and the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU or by email to recruitment@rbc.org.uk



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SCIENCE & GEOLOGY DEPARTMENTS

The Science and Geology Departments at Reading Blue Coat School are thriving and successful ones. Each year, they attract large numbers of A Level students.

Pupils in Years 7 and 8 are taught a Combined Science course, with Science staff teaching across their disciplines. Classes generally consist of 24 students, selected according to the Houses that they are in, and are of mixed ability. They receive 4 lessons a week, each of 35 minutes duration. At the end of Year 8, the students are placed in 5 teaching groups, according to ability. This selection is based largely on the results of their terminal exams in Year 8.

Students, in Years 9 – 11 inclusive, study the Edexcel IGCSE Physics syllabus, and are taught entirely by Physics specialists. Our top two sets (generally containing 24 students each) are working towards the Triple Science certification. They will take 2 written papers in each of Biology, Chemistry, and Physics, and receive an award for each subject.

Students in the lower three sets (with fewer students), study for a Dual Award Science certification.

In iGCSE last year, 81% of our students gained A*, whilst 17% had an A grade, and 2% B. At Dual award, in the Physics paper, we obtained 12% A*, 42% A, 22% B, 18% C, 4 %D and 2% E.

Our A level students follow the AQA Physics course. Currently we have 4 AS sets, accommodating 33 pupils, and 4 A2 sets (28 pupils). We achieve considerable success at A level. Last year 13% of pupils gained an A* grade, 21% an A grade, and 29% a B grade.

We encourage our students to enter the National Physics Olympiad to broaden their interest and knowledge in physics topics outside their exam curriculum. In addition we offer AS Electronics which the Physics department deliver over 2 years.

The Physics Department in which part of your technical support time will be served, currently has 5 full-time members of staff and 3 who teach Physics part-time. The Department has excellent technical support. There are three fully equipped Physics Laboratories and a further laboratory that is equipped for both Physics and Chemistry. The laboratories are on the top floor of a two storey Science Centre which was opened in October 2001. This contains 11 laboratories in all.

The Geology Department offers all students the chance to study Geology in Year 9, at GCSE and A Level. The Department team consists of the Head of Department, one other full time Geology teacher and a dedicated technician.

In year 9 all students study Geology as a compulsory subject. The scheme of work acts as a basic introduction to GCSE Geology. Geology is offered at GCSE level to students in Years 10 and 11 and is ever increasing in popularity. Currently two sets take the Eduqas course each year. Students choosing to study A Level Geology also follow the Eduqas Specification.

The Geology department has achieved excellent exam results in recent years. In 2017, record numbers of students took the A Level and 94% achieved A*-B with a pass rate of 100%. The



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Department exceeded the country average in all A2 units and a large number of the students taking A Level Geology in 2017 went on to study Geosciences at University, including Oxford University, Imperial College, Durham and Leeds. At GCSE level, 95% of students achieved A*-B.

The Geology department prides itself on its ability to motivate the students, using a wide range of methods to encourage learning. Lessons are delivered using a variety of resources including regular practical experiments in the Geology Laboratories.

Fieldwork is an essential component of Geology. GCSE and A Level students visit various locations, including Kent, Oxfordshire, Somerset and Pembrokeshire. International trips have also been held in recent years.

The department encourages professional development, with staff expected to develop their skills via INSET and through sharing good practice within the school.

For an informal telephone conversation about the role, contact Mr Michael Jerstice, Head of Integrated Science, on 0118 944 1005 or email mjj@rbc.org.uk



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ROLE DESCRIPTION

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Line Manager: Head of Integrated Science (and indirectly to the Head of Geology)

On a daily basis the Senior Science Technician is also responsible for allocating and managing the work of the Science Technicians.

Department: Science & Geology

Purpose of the job:

Duties will be predominantly in the Physics and Geology departments but may also entail supporting the other sciences. They will include the preparation and setting out of apparatus and specimens for day-to-day teaching and for examination practicals.

Duties:

- Preparation of practicals for class teaching.
- Building and/or maintaining apparatus including the maintenance of microscopes.
- Preparation of practicals for internal and external examinations.
- The specialist clearing of laboratories, cleaning and storing of apparatus, including organising prep-room.
- Cataloguing and maintenance of apparatus and geological specimens.
- Covering textbooks and recording the issue and return of text books to pupils.
- Maintaining of the stock of materials and apparatus, advising when purchases are necessary to replenish stock.
- Purchasing of items from suppliers using the FMS purchase order system and maintaining a record on the system for budgeting purposes. Order and maintain resources as directed, including stationery.
- Preparation and maintenance of equipment for fieldwork.
- Assist with the management of the departmental budget under the guidance of the Head of Department.
- To maintain the upkeep of notice boards and displays in the department.
- Assist in keeping the classrooms, office and stores in an orderly fashion
- Copy examination papers and liaise with the school office about examination papers.
- Help to keep Schemes of Work up to date - including scanning worksheets/resources onto shared areas of the network
- Maintain stock of pre-copied resources, copying extra copies when required.
- Keep files updated e.g. external & internal exams, correspondence from exam boards etc.
- Help with the administration and organisation of field trips, Open Day and public events of the department, including arranging any equipment for visiting speakers and ordering refreshments for events.
- Be available to accompany trips, if these fall on the designated day of duty.
- Be willing and qualified to drive a school minibus if possible. Training will be provided.
- Providing clerical support in the entering of grades/results of assessments.
- To act professionally and with good conduct at all times.



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- To undertake such other duties, as detailed by your line manager, that may from time to time be required to ensure the smooth running of the school.



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PERSON SPECIFICATION

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The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Knowledge And Experience

- A good understanding of the Health and Safety issues pertaining to working in a laboratory environment E
- Previous experience of working in a scientific environment E
- Previous experience of working as a science technician D
- Successful experience of managing and organising own work. D
- Experience of working in an education setting D

Skills and Personal Attributes

- A keen interest in science and/or geology. E
- Enthusiastic, adaptable and energetic. E
- High standards of achievement and professionalism E
- Ability to communicate effectively, orally and in writing. E
- Good organisational and planning skills including prioritising tasks, working to deadlines, and working with a high degree of personal efficiency. E
- Have good attention to detail. E
- Ability to initiate within own role. E
- Thinking creatively to anticipate and solve problems. E
- Staying calm and cheerful when working under pressure. E
- Confident in offering support and guidance to staff and students. E
- Be able to work effectively as part of a team. E
- Be able to work unsupervised. E
- Ability to construct and repair apparatus. E
- A demonstrable sense of humour D

Qualifications

- 'A' level or BTEC Level 3 in a science subject D

Requirement

E - Essential

D - Desirable



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SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- **Contract Status:** Permanent contract. Term time working only for 35.4 weeks per annum.
- **Salary:** c. £20,152 pro rata dependent upon experience and qualifications. Payment for 40.5 weeks per annum (including paid leave entitlement). Actual earnings of c. £15,695 per annum (£12.11 per hour). Salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments throughout the year.
- **Place of work:** Reading Blue Coat School, Sonning on Thames, Berkshire.
- **Working hours:** 32 hours per week. Monday to Friday, from 08:30 to 15:00, and to 15:30 on some days, with 30 minute unpaid meal break.
- **Leave entitlement:** A paid holiday entitlement of 6.6 weeks per annum pro rate FTE, which is 5.1 weeks actual, (i.e. pro rata to weeks worked in the year and to contracted period of service in year of commencement/leaving), and inclusive of public and bank holidays on a pro rata basis. Holiday year runs from 1 April to 31 March annually.
- **Pension:** A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution). A voluntary salary sacrifice scheme is in place.
- **Meals:** Lunch and refreshments are provided free of charge by the School.
- **Parking:** Free Car parking is available on site.
- **Child Care:** Child Care Voucher Scheme offered by salary sacrifice.
- **Fee Discounts:** Reduction in RBCS school fees for employees' children offered after 6 months service.
 - 50% reduction for all full time staff, pro-rated for part time staff
 - Fees (from 1 September 2018) are £5,565 per term
- **Sports facilities** Membership of the School Sports Centre with access to fully equipped gym and swimming pool.
- **Professional Development:** Strong commitment to support ongoing professional development.

Full details and terms and conditions of employment will be issued if an offer of employment is made.



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POLICY STATEMENT

CHILD PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on;
 - 'competency questioning',
 - and where appropriate will address: the candidate's attitude towards children and young people;
 - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
 - gaps in his/her employment history;
 - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
 - motivation to work with children and young people;
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - emotional resilience in working with challenging behaviours;
 - Attitudes to use of authority and maintaining discipline.

Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.