



**Information & Application Pack**  
*Science Technician*



**Brookvale Groby Learning Campus**



## Welcome from the Headteacher

Dear Prospective Applicant,

Thank you for expressing an interest in the part-time role of Science Technician at the Brookvale Groby Learning Campus. This is an exciting time to join our campus and we look forward to working with a new member of staff who will share our ambitious vision, "Valuing Everyone, Achieving Excellence".

The campus has been through a period of significant change having converted to a multi academy trust in 2017 and a merger to a single academy trust from September 2019. Our founding schools were Brookvale High School, an 'outstanding' 11-14 high school, and Groby Community College, a 14-19 upper school graded as 'good with outstanding features'. Now, as a united campus, we meet the educational needs of over 1500 students with over 300 of those enrolled in our Post 16 provisions.

We have a strong ethos of valuing everyone and achieving excellence for all. We set very high standards for our students and ourselves, we work hard, we look after each other, and we are committed to professional learning for all staff. As a consequence the motto we use on a daily basis with our young people is to work hard, be kind which we feel symbolises the culture we aim to create on campus.

We have a spacious semi-rural campus location and most of our students live in the surrounding villages with some travelling from Leicester and its western suburbs.

We hope the documents provided help you to gain a feel for the school, but if you'd like to find out more, then please contact Tracey Malsbury - [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com) or telephone 0116 2879921, in the first instance.

All of the documents to support this application process are available on our website, [www.brookvalegroby.com](http://www.brookvalegroby.com).

We would like to thank you again for your interest in the post and we look forward to receiving your application. Please do note however that, to adhere to our Child Protection and Safeguarding procedures, CVs are not accepted as a form of application and are not put forward to the shortlisting panel. If you have not heard from us within 2 weeks of the closing date, then please take it that on this occasion your application has not been successful. If this is the case, then we thank you for your interest, and for the time spent applying.

Yours sincerely

Will Teece  
Headteacher



## Visions, Values and Ethos

The shared vision and values of the Trust underpins all that we do, including the governance arrangements for the Trust.

### **Our Vision**

*Valuing Everyone, Achieving Excellence*

### **Our Motto**

*Work Hard, Be Kind*

### **Our Core Values**

*Community, Aspiration, Resilience, Excellence*







## Testimonials

### **Extract taken from email correspondence, following a tour of the school by a prospective parent:**

*I would just like to say thank you for the time spent with me today on my tour of the campus, and state how impressed I was with the school. There seems to be a very calm, relaxed and organised approach to how the school operates, and I believe that obviously shows in the way your students behave.*

### **Email from parent:**

*Every teacher, every office and every reception staff which our daughter and family have encountered over the years at Brookvale/Groby, have been amazing.*

*Their level of genuine care for her as their student is what any parent/ carer or grandparent would wish for.*

*Not only did they help her meet her academic challenges, they helped her on every level. Too many incidents to mention but teachers will know. Always making themselves available for my very many visits to school when things weren't great. Always demonstrating positive input to our challenging family situations.*

*Saying Thank You hardly seems enough but Thank You.*

### **Written comments from parents following Open Evening:**

*I just wanted to write to say what a credit the students were to your campus last night. They were very helpful, polite and informative. I was in awe of the two students who spoke so confidently in front of a hall full of parents – what a talent to have at such a young age. The staff were all lovely too! We definitely left with a very positive view of the campus.*

### **Written comments from parents following Year 11 Progress Evening:**

*'All the teachers I have met tonight know my son very well. I think all of them are interested and care about his progress.'*

*'All 3 of our children have thrived through the support that the school has given them, so happy with their education.'*

*'The school is excellent, helping my child progress and I would recommend it.'*

### **Year 10 student:**

*In my opinion, the teachers that teach me are very patient in the sense that if I don't understand something, they will try their best to ensure that I grasp that piece of knowledge whether it be by a diagram or an acronym etc. Another great thing about the school is that we have so many facilities so that we can excel in whatever we may want to do.*

### **Year 7 student:**

*'At our school we have amazing facilities and most importantly, very supportive staff!'*

*'Students feel safe at BGLC'.*

*'We are rewarded for hard work'.*

*'We are listened to and supported by the teachers and staff'.*

### **Extracts from staff members:**

*'I have had the most positive experience and have enjoyed every day of it. I have worked in schools for the last 10 years and have never worked anywhere like this. From day 1, I have felt part of something amazing and special...the school has such a positive atmosphere and nothing has been too much trouble for anyone. I am sad to leave, but now I have a great basis for my career ...although I think it will be hard to find a school as good! I wish you continued success and maybe one day we'll meet again!'*

*I just wanted to say a huge thank you to every member of staff at Brookvale Groby for your kindness and support over my last seven years here. I will miss you all a great deal and thank you for the lovely memories. You are a fantastic team and an immensely talented bunch of people; our students are very lucky to have you.*



## Why work at BGLC?

✓	✗
<ul style="list-style-type: none"><li>● Fully resourced curriculum for KS3-5</li><li>● Clear / Evidence informed approach to teaching through our “Model of Expert Teaching”</li><li>● Clear CPD pathways to support every career aspiration</li><li>● Simple QA process through our Developmental Drop Ins</li><li>● Simple approach to home learning - 20/20/20</li><li>● Centralised behaviour system</li><li>● Friendly supportive community</li><li>● A commitment to staff well being - evidenced by our workload charter</li><li>● Professional learning community - looking at the most impactful pedagogy</li><li>● Strong SLT presence</li><li>● Amazing campus</li></ul>	<ul style="list-style-type: none"><li>● No disruption to lessons permitted</li><li>● No fads - We have a plan and we stick to it</li><li>● No individual lessons plans</li><li>● No high stakes observations</li><li>● No gimmicks</li><li>● No unnecessary marking of students’ classwork - simple and effective whole class feedback prioritised</li><li>● No excess data analysis or data inputs</li><li>● No lengthy written reports</li><li>● No stagnancy or complacency</li><li>● No excessive after school meetings</li></ul>





## Faculty/Department Information

Our Science Technicians are hard working and dedicated staff members, who ensure that each and every student has the best possible experience during all Science lessons. The Prep Rooms are lively workplaces, where no two days are the same!

The Science Faculty is housed within 4 specialist labs in the Brookvale building and 6 specialist labs in the Groby building, supported by 3 Technicians. There is also access to computer suites in both buildings.

The campus places high emphasis on whole staff wellbeing, and operates an 'open door' policy for suggestions and ideas on how we can make things even better!

We look forward to receiving your application.



# Science Technician

**Grade 6 - £12.38 per hour / £15,096 per annum  
27.5 working hours per week, term time, permanent  
(30 minutes unpaid lunch break each day)  
plus 20 holiday hours for training, meetings etc.**

We are seeking to appoint an enthusiastic individual with an interest in Science to join our friendly team, working in busy Prep Rooms across two buildings. The successful candidate will support teaching staff to deliver practical lessons.

**Please note that these working hours are open for negotiation with the right candidate, and a reduction in these hours could be discussed.**

**A suggested working pattern would be Monday – Friday 9.00am – 3.00pm  
however, some flexibility is possible**

Full details can be found on our website – [www.brookvalegroby.com](http://www.brookvalegroby.com)

Visits to the campus are welcome - please contact Tracey Malsbury on [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com) or telephone 0116 2879921.

**Closing Date: 9am, Friday 20 September 2024**

**It is anticipated that interviews will be held within 1 week of the closing date, however please be aware that should a suitable application be received, the school may choose to interview before the closing date.**

*The Brookvale Groby Learning Campus is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undertake pre-employment checks which will include an Enhanced Disclosure and Barring Service (DBS) check, and a declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations (2009).*

*Applicants are advised that online searches may be carried out as part of due diligence checks.*

*Other necessary checks will also be undertaken, including the requirement for two satisfactory references (one from your most recent employer) to be received prior to any offer of employment being made.*



## How to apply

Completed applications should be returned to [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com).

Or by post to

**F.A.O. Tracey Malsbury  
PA to Headteacher/SLT  
Brookvale Groby Learning Campus  
Ratby Road  
Groby  
Leicester LE6 0FP**

## Queries

If you have any queries on any aspect of the application or need additional information please contact Tracey Malsbury, PA to Headteacher on the above email address.

Thank you.







## JOB DESCRIPTION

<b>GRADE:</b>	<b>6</b>
<b>HOURS:</b>	<b>27.5 working hours per week, plus 20 hours to be worked over teaching training days and holidays</b>
<b>RESPONSIBLE TO:</b>	<b>Faculty Leader Science, Senior Science Technician</b>
<b>JOB PURPOSE:</b> To provide the Science Faculty across the campus with technical assistance, in order to enhance the quality of educational experiences offered to the students in Science.	
<b>KEY TASKS:</b> <ul style="list-style-type: none"><li>● To assist teachers in the provision of high quality Science lessons by providing and setting up practical resources as requested.</li><li>● To advise and assist staff, student teachers and students on laboratory experiments and ecological studies where appropriate.</li><li>● To assist with the preparation and setting up of equipment, apparatus, materials, solutions and stationary for use in demonstration or practical classes.</li><li>● To assist in the preparation of microbiological plates and accurate solutions.</li><li>● To assist with the design, development and build of new experiments and train staff in these and the use of Science equipment and apparatus.</li><li>● To assist in maintaining the Health and Safety Policy in the Science Faculty, particularly COSHH regulations relating to the provision of Science lessons in a school.</li><li>● To ensure that classrooms and preparation areas are kept clean and spillages and waste are properly disposed of. This will include regularly cleaning sinks.</li><li>● To assist with the upkeep of the Prep Room and Labs. To ensure that all chemicals, compounds and equipment are stored safely in accordance with National and Local Policy and Procedures.</li><li>● To assist with monitoring and maintaining of apparatus, equipment, plants and carry out minor repairs to ensure they function correctly.</li><li>● To assist with the stock-take and ordering of all Science equipment and chemicals.</li><li>● Dealing with requests from students for equipment and materials.</li><li>● To assist with student orders of revision materials from the online school shop.</li><li>● To carry out any other tasks commensurate with the post.</li><li>● Lunchtime supervision of students as required.</li><li>● To participate in training and professional development as appropriate.</li><li>● To participate in campus performance management arrangements.</li></ul>	

In addition to candidates' ability to perform the duties of the post, all Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at the school, therefore the interview will also explore issues relating to safeguarding and promoting the welfare of children 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

Please be aware that any relevant safeguarding issues that arise on receipt of references may be discussed at interview.

**WHOLE CAMPUS RESPONSIBILITIES:**

- Support current policies and recognised good practice on campus.
- Be aware of the importance of confidentiality and data protection.
- To work as part of a team, to act as a contact in providing basic emergency first aid, if training is provided.
- Willingness to be flexible in both approach and use of time.
- All tasks should be undertaken with due regard to Health & Safety Regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

**This post is subject to enhanced disclosure from the Disclosure and Barring Service. All Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at this school.**

**The Board of Trustees are seeking to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.**

**This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and requirements of the post or the level of responsibility entailed. Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.**



## PERSON SPECIFICATION

	Attributes Sought			
	Essential		Desirable	
<b>Qualifications and Professional Development</b>	GCSE Science, English & Maths at Grade 4 (C) or above, or equivalent.	A	A Level/BTec/Level 3 qualification in a Science subject.	A
	Commitment to continuing professional development.	A/R	Evidence of training / qualifications relevant to the Science Technician role.	A
	ICT skills.	A/R	First Aid Qualification	A
<b>Experience &amp; Skills</b>	An interest in Science.	A/I/R	Successful experience of working with young people in a school environment.	A/I/R
	Excellent organisational and time management skills with the ability to prioritise.	A/I		
	Good attention to detail and accuracy.	A/I/R	Experience in supporting and advising teachers.	
	A conscientious approach to Health and Safety in the workplace.	A/I/R	Previous experience as a lab technician within an educational environment.	
	Successful experience of working as part of a team.	A/I/R	Strong STEM background and subject knowledge.	
	Ability to work on own initiative.	A/I/R		
	Good organisational and time management skills.	A/I/R		
	An ability to work positively with all students including those with learning and/or behaviour difficulties.	A/I/R		
	Enthusiasm for becoming involved in the wider life of the school e.g. extra-curricular activities, residentials, school visits etc.	A/I/R		
	A willingness to undertake first aid training.	A/I/R		
Ability to communicate effectively, both verbally and written.	A/I/R			



<b>Personal Qualities</b>	Calm, flexible, and approachable.	A/I		
	Proactive and hard working.	I		
	Ability to work under pressure.	R		
	A good timekeeping record.	I/R		
	A willingness to dress as a professional in line with the ethos of the school.	I		
<b>Application</b>	A well written and well-presented application written specifically for this post.	A		
<b>Factors not already covered:</b> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.		A/I/R		

**App = Application Form**

**Int = Interview**

**Med = Medical Questionnaire**

**Test = Test**

**Pre = Presentation**

**Doc = Documentary Evidence (E.g., Certificates)**

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Evidence to be gleaned from:

A Letter of application, application form and CV

I Interview process

R Reference