



MONK'S WALK  
SCHOOL

# Monk's Walk School

Information Pack: Science Technician (Chemistry)

Start date: February/March 2018

Application deadline: Monday 5<sup>th</sup> February 2018



**'Excellence for All'**

## Our School

We are a mixed school of about 1,350 11-18 year old students in Welwyn Garden City, a Hertfordshire new town on the outskirts of London. Transport links are superb – direct rail links to London in less than 30 minutes; M1, A1(M), M11 and M25 all minutes away. WGC is a pleasant place to live – it even has John Lewis! The school is situated in a greenbelt area in the prosperous northwest corner of the city. The view from the school is lovely, the view of our buildings slightly less so – this is an area we are constantly working on within the usual financial constraints.

Monk's Walk is a genuinely comprehensive school, although the intake profile is changing – the prior attainment of students coming into the school is rising. About 50% of our Year 8 students, for example, are designated 'more-able'. The number of students with learning challenges is below the national average, with 7.3% supported at school action plus or with a statement of Special Educational Needs (SEND). However, we have a relatively high number of students with EHC plans because we have a reputation for supporting them well. We have a small number of students with visual impairment and some with a diagnosis of autism. Knightsfield School (for hearing impaired children) is situated on the same site as Monk's Walk School. We have an outstanding partnership arrangement with approximately 32 students aged 11-16 years either fully or partially integrated into lessons at Monk's Walk School.

Attendance is high. The school has an extremely effective behaviour policy and in general behaviour is very good indeed. Our students want to learn and our parents are, on the whole, extremely supportive.



Parental confidence in the school is high; there are 760 applications for 226 places in Year 7 for September 2017, with 286 of those as first preference. Each year we hear appeals for students wishing to join the school.

There is a genuine 'buzz' around the school and we are seen as a 'school on the up'. In June 2014 Ofsted judged the school to be 'good'. Please read the report on our website should you wish to apply.

Exam results in 2016 were good with 68% of students achieving 'the basics'. At GCSE, all student groups in the school achieve well, except for students eligible for free school meals - this is a key focus for us. At AS and A2 we also had strong results, with almost all students who applied making it to their first or second choice university or high quality apprenticeship. Three students made it to Oxford, to study medicine, chemistry and maths!

The school has a large sixth form and membership of a consortium with 4 other schools provides a wide range of opportunities for students. At Monk's Walk we concentrate on providing A Level only (with the exception of a few students taking BTEC Applied Science),

with large numbers of students studying the facilitating subjects. Sixth form results are good and improving, but our ambition is for them to be even better.

We do not pursue academic achievement at the expense of the wider development of the individual, however. Form Tutors, Heads of Year and Heads of House all have important roles in the social, personal and academic support of individuals.



The range of extra-curricular opportunities, trips and visits plays an important role in the lives of our students and we guard this expansive programme precious because we believe that busy, stimulated students make successful students. We expect all of our staff to contribute fully to the life of the school.

Music, Drama and PE are strong as we see these areas as providing important learning opportunities for our students. Last year our students had the opportunity to take part in over 100 trips and visits, including trips to New York, Berlin, Krakow and the Belgian battlefields. We have large groups undertaking World Challenge and DofE, at Bronze, Silver and Gold.

The school became an academy in September 2012. The decision to convert was purely pragmatic and governors have no intention to make changes to teachers' pay and conditions beyond those made as part of national agreements.

Induction, training and continuing professional development have a very high priority in the school. All new members of staff take part in a comprehensive induction programme on joining the school.

We have a proven track record in training teachers and we have both School Direct and PGCE trainees, including in Science.

All staff are supported by a broad programme of training and development. Individual staff are supported on programmes of further study/professional qualifications. The school runs a well-developed performance management system. All staff are actively supported to achieve their individual targets.

# The Science Department

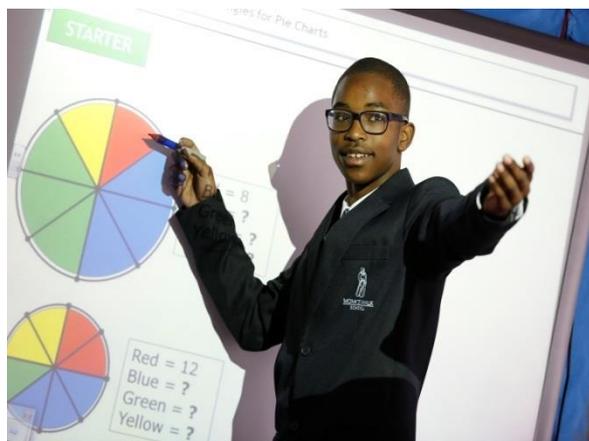
There are 14 teachers in the science department, supported by 5 laboratory technicians. We have access to 10 laboratories, three of which were opened in September 2003, four preparation rooms and a science staff workroom. All science teaching takes place in a laboratory and all teachers have their own laboratory base. All laboratories have access to networked computers and interactive white boards/data projectors.

The science department has sole use of an environmental resource area and linked laboratory. This is equipped with the latest ICT equipment, including tablet PCs and a wide range of data logging equipment.

The department makes use of a range of tailor made resources at key stage 3. Science lessons are well structured with a range of activities and opportunities for practical investigation and rigour. In Year 7 pupils are taught in mixed ability form groups with a considerable amount of in-class support provided by the School's SEN team for these groups. Setting begins in Year 8 and Year 9, when the 8 forms are split into 8 teaching groups and broadly set pupils according to National Curriculum level and progress.

In Years 10 and 11 we teach the Edexcel suite of GCSE examinations. Approximately 60% of the cohort studies the separate sciences. The remainder study Double Science. In 2016, 80% of students gained 2 A\*-C in Science. Pass rates in each of the separate sciences were all above 90% A\*-C.

Monk's walk offers two- year Biology, Chemistry and Physics linear A Levels to a large number of pupils. In addition, we offer Level 3 BTEC Applied Science for those students who wish to study science in a vocational context post-16. Results are good and improving, in 2016 over 65% of our students achieved A\*-C with over one third of achieving A\*-A at A Level.



We have well established and valued links with the local industrial scientific community particularly with Roche. These links include visits and practical work in laboratories, lectures, awards for excellence and support with specialist equipment.

# Job description : Science Technician (Chemistry)

**Post Title: Science Technician (Chemistry)**

**Job Grade: H3**

**Responsible to: Head of Science**

## **Job Purpose**

- To support the science department with chemistry technician work
- To work as part of the team of science technicians supporting the delivery of practicals.

## **Key Processes & Responsibilities**

- Distribution, organisation, collection and return of equipment, apparatus and materials between prep rooms and laboratories
- Making and preparing materials, testing and evaluation of experiments
- Key organisation and control of preparation area
- Supporting the teacher in the delivery of KS3, GCSE and A level practicals
- Materials stock control
- Ensure equipment is maintained in a safe and operational condition
- Ensure laboratories are in good order
- Assisting to help organise, categorise and maintain the department's electronic resources
- Other duties as requested from time to time by the Head of Department

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is, therefore, exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post, this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

Monk's Walk is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Person specification : Science Technician (Chemistry)

## 1. Educational Qualifications

- Relevant Continuous Professional Development training courses, such as a Science A level.
- Excellent standard of literacy and numeracy

## 2. Professional Experience

- Experience of working in a school or similar organisation
- Experience of providing technical support at KS3, GCSE Science, and A Level.
- Working as part of a team

## 3. Professional Knowledge and Understanding

- Effective practice and approaches relevant to the post
- Ability to confidently use ICT with a willingness to help broaden staff use of ICT
- Able to communicate effectively both orally and in writing
- Able to prioritise and plan ahead
- Interested in environmental issues

## 4. Personal Qualities and Skills

Ideally, we are looking for someone who:

- Is committed to the science department
- Is well organised and efficient.
- Can motivate, enthuse and inspire students
- Has strong interpersonal skills
- Is punctual, reliable, well organised and committed to high standards
- Is co-operative, flexible and responsible
- Is sympathetic to the needs of the school community
- Is patient, optimistic and with a good sense of humour
- Is able to maintain confidentiality
- Has sound judgement especially when working under pressure

## Your role in our future

Monk's Walk School is a thriving, vibrant, learning community where our aim is to bring the best out of everyone. It is a very good school with the ambition and plans to be even better.

We are not complacent though – we are not there yet! We realise that we still have areas that require further development. We set ourselves high standards and ambitious targets to enable us to reach our goal.

I hope this information has given you a flavour of our school. Please read the Ofsted report and visit our website and Facebook page – Monk's Walk School Official - for more information. If you feel you can contribute to the high standards of teaching and learning in maths and

would like to join us, then please apply. I am looking for someone who can lead by example and help others teach highly effective lessons.

If you would like to talk about the post in a bit more detail before applying, please contact Tamara Kirk who is the senior leader with line management responsibility for science. Her email address is [takirk@monkswalk.herts.sch.uk](mailto:takirk@monkswalk.herts.sch.uk).

## How to apply

I hope the information I have given you makes you want to join us. Please apply, using the following documentation on our website.

On the website under 'vacancies', you will find:

- This information pack
- The text of the original advert for the post
- The application form. Please complete this in full. Include also a letter of application, explaining how you demonstrate that you fulfil the essential (and desirable if appropriate) requirements of points 2, 3 and 4 on the person specification (page 6 in this pack). This is the key part of the form that will be used for shortlisting.
- A pre-employment self- disclosure form. If invited for interview, you should download this form, complete it and bring it with you in a sealed envelope. We will also ask you to bring other documentation to interview but this will explained to you when you are invited.
- An example of the reference form we use to ask previous employers about candidates. Please note that for shortlisted candidates, references will be taken up from current and, if appropriate, previous employers before interview. Please contact us if this is a problem for you.
- The purpose of the interview will be to see how far you meet the requirements of the post as set out in the person specification and job description. We will also test your knowledge of safeguarding and suitability to work in schools.

The deadline for us to receive your application is noon on **Monday 5<sup>th</sup> February 2018** and interviews will take place during the following week. Please e-mail your application to: [recruitment@monkswalk.herts.sch.uk](mailto:recruitment@monkswalk.herts.sch.uk).

We look forward to hearing from you.

Kate Smith  
Headteacher  
January 2018