



## Science Learning Technician

Working 20 hours per week, Monday to Friday 9.00 am to 1.00 pm, College term-time only, although applications may be considered if working over 4 days is preferred.

Salary: Support staff pay spine: 14-17 depending on relevant qualifications and experience. Actual salary: £7,351 - £7,811 per annum

The Science Learning Technician will be working as part of a busy Science team where you will support students and staff to ensure the best possible student experience. You will have responsibility for the preparation of experiments and learning experiences for a variety of science courses.

Applicants should have previous experience of working in a laboratory. The successful candidate will need to complete an enhanced Disclosure & Barring Service Check.

Should you wish to apply for this position, please complete a College application form. This can be downloaded from our website, [www.portsmouth-college.ac.uk](http://www.portsmouth-college.ac.uk) or alternatively contact the HR Department on 023 9234 4400 for an application form. CVS ALONE WILL NOT BE ACCEPTED.

Thank you for showing an interest in our vacancy. To assist you with your application, please find detailed below a list of information contained within this recruitment pack:

**Job Description**

**Person Specification**

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Job Description

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### Principal Responsibilities/Duties

As a Technician in the Science team you will be working as part of a busy, vibrant Science team where you will support the students and staff to ensure the best possible student experience. You will have responsibility for the preparation of apparatus and chemicals for a variety of Science courses. You will be responsible for ensuring the laboratories are used safely and in accordance with Health and Safety regulations. You will assist teachers in the delivery of practical work with students, and work with smaller groups as directed by the teacher to support their learning.

## **Specific Key Responsibilities**

Key responsibilities for the role of a Science Learning Technician are:-

- To set up demonstration experiments and class apparatus, operate equipment to support teaching and where required support students and staff with these experiments.
- To organise daily activities within the learning environment, including the preparation of teaching resources and housekeeping.
- To provide assistance to individuals or groups of students within the learning environment.
- To undertake reviews of health and safety policies and procedures in the workplace and undertake risk assessments.
- To implement and maintain the regulations of the Health and Safety at Work Act and the Control of Substances Hazardous to Health legislation.
- To participate in curriculum area, College, employer / parent functions, meetings and promotional activities as required.
- Participate in course review activities and the generation and implementation of new resources and action plans.
- Monitor and maintain equipment and prepare replacement plans.
- Order and stock take materials and equipment.
- Clean and maintain working spaces, develop the working environment and provide technical support and assistance for projects.
- Support students to gain the information whilst enjoying the development of independent learning skills with the teacher, including the use of Apple iPads.
- Assisting with the supervision of classroom academic support with the teacher.
- Helping in onsite / offsite science events.
- Support learning through the use of technology
- To help develop innovative practicals for recruitment and outreach activities.

## **General**

- To provide a high level of customer service to students, staff and visitors
- To fulfil your duty not to discriminate against students or potential students or staff
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
- To comply with the College Equality, Diversity and Inclusion Policy
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
- At all times, challenge students who are not displaying ID badges and ensure appropriate interventions are in place for those who persistently do not adhere to this requirement
- Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process
- Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises

- Any other duties as may be reasonably allocated from time to time by the Principal.

### **Person Specification**

Listed below is a person specification for this post. Candidates are invited to provide evidence of the qualification, experience, qualities and skills listed.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Level 3 qualification (or equivalent) in a relevant Science subject	A recognised technician qualification would be an advantage or willingness to undertake appropriate training
<b>Experience</b>	Experience of working in a laboratory	Experience of working in post 16 education
<b>Professional knowledge and skills</b>	<p>Good communication skills, both written and verbal</p> <p>Experience of following / applying Health and Safety procedures</p> <p>Knowledge of Health &amp; Safety legislation</p> <p>Outstanding accuracy and attention to detail</p> <p>Ability to support science students with their learning</p>	Competency in using relevant tools / equipment
<b>Interpersonal Skills &amp; Attitude</b>	<p>Ability to relate to students in the 14-19 age group and adults</p> <p>Ability to contribute actively to a team</p> <p>Able to work productively under the direction of line manager</p> <p>Ability to organise own work and show initiative in developing the role</p> <p>Enthusiastic</p>	

	Willing to be flexible with working hours, adapting to the needs of the job	
<b>Other Attributes</b>	<p>Applicants should be:</p> <ul style="list-style-type: none"> <li>● Positive and highly student centred</li> <li>● Enthusiastic about their role and working with 16-19 year olds</li> <li>● An effective team member who is collaborative</li> <li>● Self-motivated and show initiative</li> <li>● Keen to establish the highest possible standards</li> <li>● Equality and Diversity aware and actively promotes E&amp;D fully</li> <li>● Imaginative, creative and innovative</li> <li>● Able to problem solve and stay calm</li> <li>● Responsive to individual student needs; a good role model for them</li> <li>● Reliable, professional and trustworthy, and a good college ambassador</li> <li>● Approachable and welcoming to students, parents, colleagues and our community</li> <li>● Being attentive to your students and colleagues and engaging</li> <li>● Well organised with very good time management skills</li> <li>● Willing to participate and share in training, curious and keen to learn</li> <li>● Self-aware, emotionally intelligent and shows intelligent kindness</li> <li>● Persistent and conscientious and shows true grit and determination</li> <li>● Set and achieve challenging personal targets</li> <li>● Have a sense of humour and enjoy their work and encourages fun</li> <li>● Be prepared to make a contribution to whole college events and activities</li> <li>● Curiously smart – develops new ideas, sees problems to solve</li> <li>● Resilient, anticipates and prevents problems</li> <li>● Respectful of our students and colleagues and treats others well</li> <li>● Willing to work some occasional evenings, as necessary, eg Open Evening.</li> </ul>	

### **Information about Portsmouth College**

At the start of the 2006/7 academic year, Portsmouth College was just beginning a long journey to where we are today. With just over 650 16-18 year old students, a poor profile in the city, facilities much in need of a face-lift and student success rates which left a lot to be desired, things needed to change. Twelve years on, with the support of a brilliant team of staff and governors, as well as a wide range of great city partners, Portsmouth College has been transformed. This has since been reflected through the recent Solent regional Area Based Review (ABR) process from which Portsmouth

College has emerged as a viable, resilient and robust institution, proudly continuing as an independent, standalone, high quality and innovative sixth form college.

### **Student Enrolment, Success and Progression**

16-19 year old student enrolments are now over 1,400, having literally doubled in the last twelve years. With recent 15% growth, Portsmouth College is one of the fastest growing colleges in the UK in percentage terms. The College is now the first choice institution for the majority of 16 year olds leaving the city's state secondary schools. It has also begun to draw students in from the private sector, with students from the High School for Girls, Mayville High School and St John's College all now enrolled. It is also beginning to draw students in from farther afield; Fareham, Gosport and Isle of Wight based learners are all now attending.

We are well known for being a College which is filled with positive energy and which has a unique structure of the day: 9.55 am – 4 pm, in two blocks, for all lessons and no trapped time for students. Seven successive years of improvements in results have also played a big part in our growth. Record numbers of level 3 students were successful in their courses last summer and 47% of them achieved A\* - B grades or their equivalent. Numbers of students progressing on to Russell Group and other top 30 universities have also increased significantly between 2011 and 2017.

We were graded 'good' in all areas by Ofsted in March 2017. In a glowing report inspectors said that the College was an institution where *'students flourish, become more confident, enjoy their studies and make good progress.'*

### **A Culture of Innovation**

The College has continually sought to innovate over the last twelve years. This has been most obvious in the unique 'Curious and Creative Learning' project which has seen all students, teachers and student-facing support staff receive an iPad. These are being used to transform learning, teaching and assessment at the College.

The devices provide teachers with the technology to make lessons ever more interesting, up to date and engaging. They give students the chance to develop the independent research and digital literacy skills that are vital to their success at College and in the world beyond, and which are much valued by leading universities and employers. The project continues to genuinely transform the way everyone works at the College. The College has also embraced the need to develop the employability skills of its learners, to help them progress successfully to further study and employment. The 'E6 Programme' provides all students with the opportunity to undertake work experience, volunteering placements, enterprise programmes, get more exercise and sign up for 'PEP' talks. These 'PEP' talks help students prepare for progression to either university or the world of work, with expert outside speakers running workshops. The enterprise programme sees interested students given the chance to develop their own small business ideas and put these into practice. Work experience is being arranged for students with a wide range of employers across the city. Students are also able to volunteer to help in a range of settings, most notably primary school classes, assisting with reading and maths. Students are offering life-changing one-to-one help in these contexts.

The College Sports Academy runs not only the traditional team sports in areas like football, rugby, hockey, netball and basketball, but also a range of exercise classes and individual participation sports such as Zumba, futsal, table-tennis and boxercise. The 'E6 Programme' is designed to equip students with the wider soft skills they need to

succeed at university and in work. The programme also compliments the work the College is doing with local employers, through the provision of a growing range of apprenticeship frameworks. These are allowing students to 'earn while they learn'; spending four days a week at work and a day a week getting sector-specific qualifications in College.

This culture of innovation enabled Portsmouth College to win an Association of Colleges Beacon Award for the use of Technology in FE, 2017/18, effectively meaning we are the best College using hand-held technology with our students in the country! We were also shortlisted for the Times Educational Supplement Awards in the 'Best Teaching and Learning Initiative' and 'Outstanding Use of Technology', putting us in the top three nationally in both these categories.

## **Partnership Working**

The backbone of the success of the last twelve years has been the genuine partnership working approach the College has adopted in all that it does. The Principal and all staff have worked hard to meet the needs of the local community whenever and wherever they have been able. The very close working relationship with the city's secondary schools is testament to this.

From simple changes such as holding our interviews in the evenings and at weekends so pupils don't miss lessons, through providing a specialist 'able and talented' programme for the highest achieving pupils in schools, to running revision workshops for year 11 pupils in the run up to their GCSE exams, the College always seeks to work in harmony with local schools. This work was given national recognition in 2017 when the College came runner up in the Sixth Form Colleges Association Community Impact Award.

More broadly the College is also well represented on a range of bodies, organisations and working parties across the city, it co-operates closely with Portsmouth City Council and is a member of the Portsmouth Education Partnership. It also has excellent relationships with the local authority, elected councillors and both local MPs. The ethos of the College is built around local, effective collaboration and it always seeks to meet the needs of the city.

2005 to 2018 has seen enormous change in the world of post-16 education. This has been more than matched by the changes at Portsmouth College. It is now a thriving institution, woven into the fabric of the city, embracing innovation, continuing to recruit ever more students and delivering better and better outcomes for them. The College now wishes to sustain, consolidate and strengthen its Ofsted grade of 'good' whilst continuously striving for excellence.

## **Principles of Recruitment**

- We aren't afraid to appoint people who are smarter and more knowledgeable than we are.
- We don't recruit people we can't learn from or be challenged by.
- We seek to appoint people who will add to our product *and* our culture.
- We don't recruit people who won't contribute well to both.
- We seek to appoint people who will get things done.
- We don't recruit people who just think about problems.
- We seek to appoint people who are enthusiastic, self-motivated, and passionate.
- We don't recruit people who just want a job.

- We seek to appoint people who inspire and work well with others.
- We don't recruit people who prefer to work along.
- We seek to appoint people who will grow with your team and with the company.
- We don't recruit people with narrow skill sets or interests.
- We seek to appoint people who are well rounded, with unique interests and talents.
- We don't recruit people who only live to work.
- We seek to appoint people who are ethical and who communicate openly.

### **Summary of the terms and conditions of employment**

1. This is a permanent position working 20 hours per week, to be worked Monday to Friday 9.00 am to 1.00 pm, College term-time only, as well as attending events outside of normal daytime hours such as Open Evenings that occur from time to time. Some flexibility with hours would be an advantage, in order to help at busier times of the year.
2. Applications will also be considered from candidates who would prefer working over 4 days per week.
3. Salary is paid at spine point 14 - 17 of the Support Staff pay spine, currently £7,351 - £7,811 per annum (depending on relevant experience and qualifications). Salary is paid in 12 equal instalments and is paid monthly directly into a bank or building society account.
4. Sick leave is in accordance with the procedures laid down by Portsmouth College.
5. This is a part-time College term time only position. You are not entitled to take holiday during the college terms, you will receive payment for holiday and this will be paid to you in equal instalments over the year.
6. The post holder will automatically become a member of the Local Government Pension Scheme, but will have the opportunity to opt out. Contributions are 5.5% of salary.
7. This post is subject to a probationary period of up to six months. We view probation as a supportive process but if performance is not satisfactory it could lead to the termination of the contract.

### **Instructions for applying**

If you would like to apply for this position, please complete a College application form, which can be downloaded from our website [www.portsmouth-college.ac.uk](http://www.portsmouth-college.ac.uk), or alternatively contact the HR Department on 023 9234 4400 for an application form. **C.V.s alone will not be accepted.**

Completed applications should be sent to the HR Department.

**Closing date for applications: 12 noon on Friday 16<sup>th</sup> August 2019**

**Interviews will take place on the morning of Thursday 22<sup>nd</sup> August 2019**

If you have any questions, please do not hesitate to contact the HR Department on (023) 9234 4400.