



The Netherhall School

29th June 2022

Dear Applicant

Science Technician

Thank you for your enquiry about the post of Science Technician at The Netherhall School and The Oakes College. I hope that this pack gives you all the information that you need at this stage and that we can look forward to your application.

The closing date for all applications is **Monday 11th July 2022 at 12 noon.**

Please send your completed application form, together with a letter of application to Martyna Rownicka, HR Administrator, hr@netherhallschool.org

Yours sincerely

Chris Tooley
Principal

Inspiring . Individual . Inclusive

Principal Chris Tooley
Deputy Principals Daniel Berry, Karim Marsaoui
Assistant Principals Steve Lewis, Tom Hunter, Chris Woods, Helen Parfect
Senior Teachers Sean Dooley, Dr Rocky Glennon, Richard Wilson

Queen Edith's Way, Cambridge, CB1 8NN
Tel: 01223 242931
E-mail: office@netherhallschool.org
www.netherhall.org





The
Netherhall
School



Information for Applicants

Netherhall School, including The Oakes College Cambridge, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

An Anglian Learning School



Information for applicants

About Us

The Netherhall School has been offering high quality education in Cambridge for over 145 years and boasts a strong recent track record of exceeding national performance targets and expectations.



Netherhall School has developed and grown since it welcomed its first student on the 9 January 1871 and has adapted constantly to the needs of the community and the changing demands and ethos of the educational sector. The history of the school encompasses being a grammar school, a comprehensive school in 1974, a Foundation school and now an Academy. For many years it was the only school in Cambridge that offered a 6th Form and, still today, is the only school based Sixth Form offering A Levels.

In February 2016, Netherhall School became an Academy, joining with Bottisham Willage College, to become part of the Bottisham Multi Academy Trust. Bottisham Willage College has an Ofsted rating of Outstanding in all areas and the alliance allows the sharing of good and outstanding practices and to share experiences and strengths which are only gained with time. On the 1st September 2016, the trust grew to four schools with the addition of Sawston Village College and Bassingbourn Village College, two high performing schools just outside Cambridge. At the same time, the name of the trust changed to 'Anglian Learning'; this has brought increased opportunities for collaboration and career development. The Trust has continued to grow in recent times with the addition of primary and secondary institutions and now comprises of 13 schools, both Primary and Secondary.

Our examination results over recent years have been excellent with A level results in excess of targets and GCSE results well above national benchmarks. Our Progress 8 score has been consistently positive which, given the inclusive nature of the school, is impressive: schools in Cambridgeshire do not permanently exclude students so these figures contain student who, in other authorities, would be taken off roll.



Our Students

Netherhall School is set on the outskirts of Cambridge and serves both the City and the surrounding rural villages. As a result, student admissions are from a diverse range of backgrounds

We want all of our students to feel happy and secure. We have a well-developed pastoral care system and staff genuinely care about the students as individuals. We encourage students to

assume and enjoy responsibility as Duty Students and through our Student Ambassador and Leadership schemes. Our highly skilled staff work closely with students, monitoring their progress to ensure they achieve their potential. There is an excellent student volunteer peer-counsellor scheme and students are encouraged to play an active part in the running of the school through the School Councils. We understand that students need a range of skills and opportunities to fulfil their potential and therefore encourage students to undertake a full range of extra curriculum activities in addition to the educational requirements. Staff give their time freely to run a very broad range of activities from the traditional sports and drama to hammer Club and Language Leaders.

The Ofsted report of October 2018 gave a rating of Good in all areas with some areas of outstanding strength. Typically, we are not resting on our laurels and pushing forward to gain even stronger judgements next time around.

Many of our students choose to stay at Netherhall for seven years, progressing from Year 7 through to our highly successful sixth form, The Oakes College, Cambridge. The centre has an excellent reputation in the City of Cambridge and beyond and many students join us from other schools for their post-16 studies. We have an impressive track record in placing students in Higher Education, including Oxbridge and in employment.

In 2019 the A levels qualifications gained by students were impressive with 36 of grades at A - B 62 A - C and 99 A - E.

Our staff

We recognise and value the skills, knowledge and expertise of all our staff and are committed to supporting their professional development. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main school priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise. Cross collaboration between other local schools and schools in the Trust is also encouraged so that best practice is formulated.

Our staff-room is a vibrant, sociable and supportive atmosphere. School events such as concerts or staff socials and there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



Leadership Team

Mr Chris Tooley	Principal
Mr Daniel Berry	Deputy Principal
Mr Karim Marsaoui	Deputy Principal
Mr Steve Lewis	Assistant Principal
Mr Tom Hunter	Assistant Principal
Mr Chris Woods	Assistant Principal
Miss Helen Parfect	Assistant Principal
Mr Sean Dooley	Senior Teacher
Mr Richard Wilson	Senior Teacher
Dr Rocky Glennon	Senior Teacher

The Oakes College

Oakes College Cambridge, formerly known as Netherhall Sixth Form Centre, has a long tradition of supporting young people to achieve excellence at A-level and Applied courses. The Oakes College builds on these great foundations, embracing its role as a key provider of post-16 education for the Anglian Learning Trust. We provide continuity of high-quality education, both for students who have progressed through Trust schools and for those adding the richness and diversity from within the high-quality educational landscape of Cambridgeshire.

Oakes College is all about people; ambitious students who are determined to achieve; committed professionals who love teaching and a dedicated pastoral support team. We take pride in knowing each student as an individual and our ethos of “Inspiring, Individual, Inclusive” is reflected in everything we do.

For further information about The Oakes College, please visit website: <https://oakescc.org/>

Cross-Site Roles

One of the benefits of being a member of a larger Trust is that certain staff with particular skills can be utilised by all the schools within the Trust. The Trust has and is developing a structure which ensures that all schools within the Trust are fully supported in key areas:

Ms Charity Main – Finance Director

Mr Richard Mayer – ICT Director

Mrs Claudine Bateman – Head of Operations

Partnership with Parents

We are a warm and welcoming community which places a high importance on working with families and getting to know each of our students as individuals. We engage with parents through a variety of mediums; parental internet, regular newsletters, Parents’ written progress reports as well as individual responses to queries. We are keen to engage parents from all backgrounds and to adopt strategies which will enable us to communicate better with all parents regarding their child’s progress and development.

The Parents and Friends of The Netherhall School (PFNS; or Puffins) meet regularly to put on school events but also to provide the stakeholder feedback so vital to continuing and deepening relationships.

Equal Opportunities

Netherhall School is an Equal Opportunities employer.

Faculty of Science

Suddick, Mr Christopher	Head of Science
Forrest, Miss Kirsty	Subject Leader of Chemistry
Oughton, Miss Kate	Teacher of Science KS3 Subject Leader
Berry, Mr Daniel	Teacher of Science (Deputy Principal)
Brown, Mr Bob	Teacher of Science (Director of Data)
Colbert, Miss Sophie	Teacher of Science
Girardi, Miss Maria	Teacher of Science
Gould, Mr James	Teacher of Physics
Hunter, Mr Thomas	Teacher of Science (Assistant Principal)
User, Ms Ceren	Teacher of Science
Wydro, Dr Beth	Teacher of Science
De Panfilis, Dr Claudia	Senior Science Technician
Subramaniam, Ms Sundry	Science Technician
Swire, Mrs Sarah	Science Technician

The Netherhall School Science Faculty has a long and consistent record of success across all key stages. All members of the Faculty teach across the full age and ability range.

The Oakes College offers three courses at KS5: Biology, Chemistry and Physics all taught by subject specialists and all from the OCR specifications. Our numbers in the sixth form have remained buoyant for some time, and we have a strong track record of achieving excellent value added scores for students.

At GCSE, we follow a three year course of AQA, offering 50% of our students' triple Science. We are proud of our record of continuously improving GCSE results achieving results 8% above the national average last year with the Science faculty achieving +0.30 value added overall. This is promoted through an ethos driven by relationships. We teach across Biology, Chemistry and Physics to allow the maximum number of lessons with each class for a teacher.

Schemes of work are in place for all years, ensuring that all students cover broadly the same areas in each year, but within this structure the department actively encourages a range of approaches to teaching the subject. This is supported by 4 technicians and an extensive practical interest in a department that frequently researches new practicals, which are trialled at our Science club.

We offer an exceptionally wide range of enrichment activities, which include genetic engineering workshops, university trips, trips to research institutes, Addenbrookes hospital, talks from scientists, a women in Science evening, and

links with young enterprise, ARM, an engineering partnership with Marshall's aerospace and local museums.

All members of the department have their own classrooms. All the rooms are equipped with data projectors and interactive whiteboards.

The Science Faculty at Netherhall has a very strong team ethos: We enjoy a culture in which staff readily share resources and actively seek opportunities to learn from each other. We have a high profile in the school and play a leading role in shaping and developing good practice both beyond the department and in the local area, particularly through our links to Cambridge University Faculty of Education.

The Netherhall School and Oakes College

Job Description – Science Technician

Title of Post:	Science Technician
Grade:	point 4 – 5 (£19264- £19650 pro rata)
Working Hours:	Monday to Friday 30 hours 38 weeks per annum
Responsible to:	Senior Science Technician

Core Purpose:

- To support teaching and learning within the faculty

Summary of Responsibilities and Key Areas:

- Ensuring the proper maintenance of all equipment and upkeep of faculty facilities in accordance with good practice and standards. Making regular checks and rectifying if possible or reporting problems.
- Ensure that the requisite Health and Safety Regulations and Codes of Practice are complied with for the safety of staff and students. Keep up to date with changes to H&S and COSHH regulations and reporting any issues with compliance.
- Ensure that adequate stock levels are maintained within the Faculty. Assist with sourcing, ordering and checking of deliveries and maintaining relevant stock control records. Purchasing small items 'as required' following the school's laid down Petty Cash procedures.
- Assist with stock takes of resources, equipment and other materials.
- Ensure that all equipment and materials are safely stored in line with local and national regulations.
- The preparation of equipment and materials for use by the students in the classroom.
- The safe treatment and disposal of material using the Health and Safety guidelines under the Supervision of the Line Manager
- Assisting with the development of teaching and learning resources.

- Supporting teachers and students with activities in the classroom and on trips on a regular basis.
- Familiarisation with new equipment and supporting staff to integrate new activities into their teaching; contributing and sharing best practice.
- Participating in training and other learning opportunities as required
- Developing and maintaining effective working relationships with other staff
- Undertaking shared pastoral responsibility for a mentor group as a co-mentor if required.
- Being aware of and complying with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Any other duty requested by the line manager commensurate with the post.

General

The Science Technician may be called upon to perform other duties that the Principal considers reasonable, that are commensurate with the grading and designation of the post.

Person Specification for Technician

Anglian Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment education.	Essential/ Desirable
Educated to GCSE level with a good standard of literacy and numeracy	E
Relevant Qualification or equivalent experience in faculty area	E
School support staff qualification	D

Experience	Essential/ Desirable
A qualification in a scientific discipline at A-level (or equivalent)	D
Experience of working in a similar environment	D
Experience of working in a school or college context	D
Experience of using ICT for sourcing, ordering and budget management	E

Professional Qualities	Essential/ Desirable
A high level of organisational ability	E
Attention to detail	E
Ability to work well with other colleagues	E
Ability to meet deadlines	E
Ability to communicate effectively with all staff	E
Ability to learn quickly	E
Ability to plan work strategically in a methodical way	E
Ability to work independently	E
An interest in education	E
Ability to use ICT	E
Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English	E

Personal Qualities	Essential/ Desirable
A commitment to safeguarding and promoting the welfare of children	E
Dedication and enthusiasm	E
Good sense of humour	E
Excellent attendance and punctuality	E
A liking and respect for young people	E
Appropriate professional relationship with colleagues and children	E

Staff, Job Applicants, Volunteers, Alumni & Contractors Privacy Notice

1. GENERAL INFORMATION

- 1.1. We process personal data relating to:
 - those we employ to work at our schools, or otherwise engage to work within our Trust;
 - those applying to work within our Trust;
 - those we contract to undertake work at our schools.
- 1.2. This section ('General information') is applicable to all of the individuals covered by this notice.
- 1.3. This Privacy Notice should be read and interpreted together with the Data Protection Policy available at: <https://anglianlearning.org/gdpr-policies/>
- 1.4. Any wish to limit or object to the uses to which personal data is to be put should be notified to the Data Protection Officer who will ensure that this is recorded, and adhered to if appropriate. If the Data Protection Officer is of the view that it is not appropriate to limit the use of personal data in the way specified, the individual will be given written reasons why the Trust cannot comply with their request.
- 1.5. The Data Protection Officer, Mark Povey, can be contacted at mark@js-ig.com.

2. PERSONAL DATA OF THE STAFF

- 2.1. We process personal data relating to our staff for employment purposes, to assist in the running of the Trust and to enable individuals to be paid.
- 2.2. This personal data includes identifiers such as names and national insurance numbers, contact details, remuneration details, employment history, information relating to career progression, qualifications, absence information, safeguarding and DBS checks, emergency contact details and payroll. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us). Photographs will also be held against this information.
- 2.3. During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.
- 2.4. The data is used to comply with legal obligations placed on the Trust in relation to employment, and the education of children in a school environment. The Trust may pass information to other regulatory authorities where appropriate and may use

names and photographs of staff in publicity and promotional material. Personal data will also be used when giving references.

- 2.5. Staff should note that information about disciplinary action may be kept for longer than the duration of the sanction. Although treated as “spent” once the period of the sanction has expired, the details of the incident may need to be kept for a longer period.
- 2.6. Staff should note that information regarding their wellbeing and any underlying conditions that they provide may be kept for the purpose of ensuring that the Trust is able to fulfil their duty of care.
- 2.7. DBS checks are carried out on the basis of the Trust’s legal obligations in relation to the safer recruitment of staff as stipulated in the Independent School Standards Regulations and the DBS information (which will include personal data relating to criminal convictions and offences) is further processed in the substantial public interest, with the objective of safeguarding children. Retention of the information is covered by the Records Retention Policy.
- 2.8. Access to the DBS information is restricted to those staff who have a genuine need to have access due to their job roles. In addition, the provisions of the GDPR and the Data Protection Act 2018, disclosure of this information is restricted by section 124 of the Police Act 1997 and disclosure to third parties will only be made if it is determined to be lawful.
- 2.9. Staff information will be destroyed securely in line with the Trust’s Document Retention Policy, but limited information may be retained for historical purposes.
- 2.10. We only keep your information for as long as we need it or for as long as we are required by law to keep it.
- 2.11. The collection of this information will benefit both national and local users by:
 - Improving the management of workforce data across the sector.
 - Enabling development of a comprehensive picture of the workforce and how it is deployed.
 - Informing the development of recruitment and retention policies ;
 - Allowing better financial modelling and planning.
 - Enabling ethnicity and disability monitoring.
 - Supporting the work of the School Teachers’ Review Body

3. PERSONAL DATA OF THE JOB APPLICANTS

- 3.1. Personal data that we may collect, use, store and share (when appropriate) about job applicants includes, but is not restricted to:
 - Contact details
 - Copies of right to work documentation
 - References
 - Evidence of qualifications
 - Employment records, including work history, job titles, training records and professional memberships
- 3.2. The purpose of processing this data is to aid the recruitment process by:
 - Enabling us to establish relevant experience and qualifications
 - Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
 - Enabling equalities monitoring

- Ensuring that appropriate access arrangements can be provided for candidates that require them
- 3.3. In the situation that some of the scopes for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.
- 3.4. Personal data we collect as part of the job applications is stored in line with our data protection provisions and Document Retention provisions (point 3, section II from the Privacy Policy).
- 3.5. Where we transfer data to a country or territory outside the European Economic Area, we will do so in accordance with data protections law.

4. PERSONAL DATA OF THE VOLUNTEERS & CONTRACTORS

- 4.1. We process personal data from volunteers and contractors for contractual purposes and to safeguard the pupils within our care.
- 4.2. This personal data includes identifiers such as names, addresses and date of birth.
- 4.3. For contractors, we may disclose details about you including national insurance number to our payroll provider to enable you to be paid.
- 4.4. We only keep your information for as long as we need it or for as long as we are required by law to keep it.

5. PERSONAL DATA OF THE ALUMNI

- 5.1. We process personal data from alumni in order to fulfil our legal obligations or legal interests. That means, unless the Law requires us to collect your data, we will process it with the aim of improving your experience in the alumni community and providing you opportunities to engage with the school's projects or events.
For example, such events could be organised for:
 - Offering current pupils career advice
 - Philanthropic events
 - Educational or artistic programs
 - Raising awareness seminars
- 5.2. This personal data collected is: contact details, education records and occupation.
- 5.3. However, sensitive data (biometric data) could be processed, encompassing photographs taken whilst being a student.
- 5.4. Your data will be exclusively shared with the staff of the Academy and with third parties that take part in organising the aforementioned events.
- 5.5. We only keep your information for as long as we need it or for as long as we are required by law to keep it.