



**Notting Hill & Ealing
High School GDST**

Appointment of

Chemistry Technician

For September 2018



About the School

“Teaching here is all about being able to have in-depth conversations with students about your subject and helping to enthuse them with the same passion as you have. Teaching at NHEHS is exactly what I imagined teaching would be like when I got my first teaching job; it’s what teaching should be!”

Liberty: joined NHEHS in September 2017 as a Head of Department

Notting Hill & Ealing High School is one of London’s leading independent girls’ day schools. Founded in 1873 it is the oldest of the 25 schools which make up the Girls’ Day School Trust (GDST) having begun life in Notting Hill and moved to Ealing in 1930. We are an all through school (ages 4-18). Around 300 girls in the Junior School and 600 in the Senior School, including 150 in the Sixth Form, make up a friendly and welcoming community. The Junior and Senior Schools occupy their own parts of the site and in day-to-day terms operate independently. We occupy a site in suburban, leafy, West Ealing with excellent transport links. (We are an easy walk or bus ride from Ealing Broadway or West Ealing stations: District and Central underground lines, mainline trains and Crossrail from 2018.) The school is oversubscribed and a very popular choice at all ages with girls joining us from most parts of West London as well as areas further afield.

NHEHS is an academically selective school. Our girls are ambitious, bright, enthusiastic and eager to learn. In our latest ISI inspection, we achieved the highest possible grades across the board and the inspectors noted that ‘the quality of the pupils’ achievements and learning is exceptional.’ Public examination results are consistently outstanding and girls go on to study a wide range of subjects at prestigious universities including Oxbridge. (Latest results and the university destinations of Leavers can be found on our website.) The school is highly regarded for the way it achieves its outstanding outcomes within a particularly warm and supportive environment, and pastoral care and achieving the best for every girl is at the heart of everything we do.

About the GDST

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities with other teachers across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme. This includes development opportunities (including a Middle Leaders Development Programme and Aspiring Leaders Programme) and grants for individual courses of study.



“We are delighted that you are considering NHEHS and hope that you will want to apply for this post once you have found out more about us. Our website, www.nhehs.gdst.net will tell you more about the school and give you a taste of the atmosphere here.”

Matthew Shoults, Headmaster

Chemistry Technician

The Post

The post is available from September 2018.

36 Hours per week (term-time only)

Line manager: Head of Chemistry, Faculty Leader for Science

Person Specification

We are looking for a well-qualified technician to support the Chemistry Department. She/he will have excellent organisational and time management skills and the ability to produce creative solutions to challenges. The ideal candidate will have experience working within a laboratory environment, have worked in a school and have studied Science at least to A Level along with having good IT skills. She/he will be a good communicator who can work collaboratively and successfully with the teaching staff in the department and the technicians in other disciplines. The ideal candidate will be fully committed to the vibrant extra-curricular life of the school, helping out with Science Club and have good knowledge within the related discipline and a passion for the subject

Job Purpose

- To support the safe delivery of experiments and practical activities within science lessons in order to optimise teaching and learning.
- General duties in support of the teachers and other technicians in the Science Department.

Duties

- Prepare, set out and clear away equipment and materials for lessons and practical examinations (including checking and/or calibrating of equipment) in accordance with required timescales.
- Trial, and assist teaching staff in trialling, any experiments prior to lessons.
- Where relevant, assist in the mounting of displays and visual aids.
- Provide assistance to the teacher during lessons, particularly if any equipment malfunctions.
- Assist pupils in safely using equipment and undertaking experiments, giving demonstrations as required.
- Maintain protocols for standard experiments, records and readings for experiments as required.
- Provide support to relevant extra-curricular activities and whole school events.

Health and Safety

- Check that risk assessments are kept up to date and employed for all relevant experiments, reminding relevant members of staff if they are not.
- Ensure that correct and safe procedures are used during the preparation and setting up of experiments and laboratory equipment using CLEAPSS and COSHH guidelines.
- Ensure that all relevant hazard information accompanies an experiment and consult with the teacher (or intervene with the pupil directly) if there are indications of unsafe procedures being used within the classroom.
- Ensure the correct disposal of chemical and biological waste according to COSHH regulations.
- If qualified, provide emergency first aid to staff and students.
- Be aware of all relevant emergency procedures and take prompt action to deal appropriately with laboratory emergencies such as spillages.

Management of resources

- Maintain the departmental inventory and undertake stock control and purchasing of equipment, materials, chemicals, textbooks and audio visual resources in order to ensure that appropriate levels of stock are held and that replacement supplies are obtained before stock runs out.
- Manage, within the constraints of space, the safe, organised and tidy storage of all the above. Ensure that the prep room and work area is kept tidy and that all equipment is clean and in good working order.
- Arrange for the testing and/or servicing of equipment at required intervals, and for repairs to be undertaken when necessary; undertake minor repairs within own level of competence.

Training & development

- Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills and keep up to date with technical and health and safety requirements relevant to the job.
- Hold an up-to-date first aid qualification

General

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, HUB and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

The Chemistry Department

The Chemistry Department is successful at all levels up to and including A-level. It aims to inspire students at all levels about science and its applications in daily life. In recent years, the uptake of Chemistry at A-level has increased and our results at GCSE and A-level are excellent. The Chemistry Department strives to provide all pupils with the best possible opportunities to fulfil their potential in this subject.

The department has three laboratories housed in a building dedicated to the teaching of science and is well equipped with resources for experiments including at A-level. The department has developed a comprehensive website filled with resources for teachers and pupils. This is backed up by the generous IT provision and support which the school enjoys. There are ICT rooms and access to individual laptops and iPads for pupils.

The Chemistry Department currently comprises four teaching staff including the Head of Chemistry as well as one chemistry technician. All the separate sciences have their own designated teaching and preparation area. The Heads of Biology, Chemistry and Physics, led by the Head of Science, work closely together on department policy and initiatives to promote enjoyment of science within the school.

The Curriculum

As a Core subject through to Key Stage 4, Chemistry plays a key role in the Senior School curriculum. At Key Stage 3, all girls are taught by subject specialists in weekly double lessons (2x 35 minute periods), giving them 2 Chemistry lessons per week. At Key Stage 4, the chemistry provision increases to 3 x 35 minutes lessons per week. Chemistry is offered at A-Level and a large number of girls regularly choose to pursue this course. A significant number of girls also choose to go on to read science related degrees at leading UK universities.

Years 7, 8 and 9 (Key Stage 3)

The programme is informed by the National Curriculum and is specifically designed to enthuse students about science and to prepare them for the Edexcel IGCSE course.

Years 10 and 11 (Key Stage 4)

The Chemistry department, along with the Biology and Physics departments follow the Edexcel IGCSE syllabus. Most students are entered for the triple science qualification, with the remainder completing double award.

A Level

The department currently follow the AQA specification. Girls in Year 12 have seven lessons per week, and Year 13 have eight. The department has embraced the move to linear A levels enthusiastically, enjoying the opportunities afforded for more in depth and independent learning.

Extra-curricular provision

For KS3 students visits to the Science museum and Natural History Museum are offered, while Year 10 and A level students attend a lecture day in central London featuring a range of high-profile, specialist speakers.

The Science Department runs Science week, an annual event, to raise the profile of science within the School, which typically includes a Science Fair, a programme of speakers, events and competitions, including photography and science-themed cake baking.

Science surgeries are run by teachers during one lunch break in each of the separate sciences to support pupils at all levels, and there is also a mentoring scheme in place whereby Sixth Form pupils help to encourage girls in younger years.

At A-level, we encourage the girls to visit evening lectures in London, and these are enthusiastically attended. We also have a programme of visiting speakers.

Terms and Conditions of the Post

The GDST offers attractive salaries and pay progression, when compared with the education sector generally, and has its own pay and grading structure, and system of career progression. Leadership and teaching excellence are recognised and rewarded in its schools. The salary reflects London weighting.

Benefits include:

- Membership of Support Staff Pension Scheme
- Access to the GDST central training and development programme
- Up to 50% discount on fees for children at GDST schools
- Training grants for obtaining further qualifications
- Season Ticket Loans: Interest free loans for travel are available to staff to enable them to buy annual season tickets
- Computer Loans: Interest free loans are available to staff to enable them to buy a computer for personal use at home
- Cycle Scheme: the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months
- Lunches: free lunches are provided to all staff during term time

Application and Interview Process

Applications should be submitted by **midday, on 14th March** at the latest; however, applications may be considered in advance of the deadline. Candidates should complete the application form provided and also include a covering letter and full curriculum vitae with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

Completed applications should be sent to:

Mr Matthew Shoults
Headmaster
Notting Hill & Ealing High School
2 Cleveland Road, London W13 8AX

or may be emailed to: recruitment@nhehs.gdst.net

Shortlisted candidates will be invited for interview on **20th March**. As part of this process, they will be expected to set up a practical for which a full prior briefing will be given. All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

All adults employed at the school are cleared for working with children and young people through the Disclosure & Barring Service. Please see attached full information regarding the Girls' Day School Trust guidelines on the Safeguarding of Children.

Further information about the school can be found on our website at: www.nhehs.gdst.net

[Application Form](#)