



Primary, Secondary & Sixth Form

"A SCHOOL FOR EVERYONE..." Ofsted 2020

## Assistant Senior Science Technician



## **An Introduction to Washwood Heath Academy**

Dear Candidate

I am delighted that you are considering applying for the position of Assistant Senior Science Technician at Washwood Heath Academy. Washwood Heath Academy is a successful and popular All-through Academy with learners aged 4 – 18 years. It is a large academy with 1700 learners from a range of socio-economic and cultural backgrounds.



**In May 2025, Washwood Heath Academy experienced its second Ofsted inspection as an All-through Academy and remained 'Good' in all categories.**

Since I became Headteacher in 2019, we have had a relentless focus on curriculum and teaching and learning. To support this focus, we have a strong CPD programme in place. In September 2019, Washwood Heath Academy embarked on its journey to develop and implement a knowledge-rich curriculum across all phases of the

Academy. To date, we have embedded a knowledge-rich curriculum into Key Stage 3 and Key 4 subject areas and work is still very developmental in Primary and Key Stage 5. In addition, we have embedded Direct Instruction into Key Stage 3 and we are keen to introduce it into the Primary phase as a catch-up strategy. Staff at Washwood Heath Academy use research to help improve teaching and learning, curriculum and pastoral care.

To support teaching, we have a whole Academy behaviour policy that teachers consistently use. This means that behaviour in lessons is good and low-level disruption is rare. We want our teachers to focus on their pedagogy and practice, not managing disruptive behaviour. Our behaviour policy also promotes diversity and inclusion, and we are proud to be an Academy that stands against bullying and discrimination. We are part of the Anti-Bullying Alliance and in November 2021 we were awarded the UNICEF Gold Rights Respecting Schools status, which was recently re-accredited in November 2025.



At Washwood Heath Academy, we believe in creating and sustaining a positive and uplifting culture for all of our children and we do this for each other as well. We are a caring and nurturing environment, which aims to develop all of our core HEARTS values: Happiness, Excellence, Achievement, Respect, Resilience, Tolerance and Self-Belief. We go above and beyond to ensure that everybody within our Academy community feels respected, challenged, supported and safe. We believe in being: **Ready, Respectful and Safe** and we expect all visitors to our Academy to uphold our three rules.

We aim to equip our pupils with the right tools for them to achieve and we aim to provide them with the most effective environment that ignites curiosity and wonder throughout our pupils' journey with us. We have been developing the links between our Primary and Secondary phases, with a particular focus on utilising the expertise of subject specialists in Secondary and the extensive facilities in the Academy. Primary pupils have access to music rooms, Science Labs, PE facilities, Drama studio, Art rooms and outside space – a real benefit to the all-through Academy.



We support our families in ensuring that they too, can provide the right environment for our children to learn effectively and to grow securely both emotionally and mentally. Together as one Academy, Washwood Heath Academy provides a safe and caring environment for our pupils led by highly effective staff whose main aim is to ensure a continuing ethos of resilience and respect in learning.

Washwood Heath Academy really is '*a school for everyone*' and a significant number of staff have remained at Washwood for many years because they enjoy being part of a family and working in a caring and supportive community that wants the best for all of its young people and staff.



## **An Introduction to the Science Faculty**

The successful candidate will become part of an effective, passionate and aspirational team of science professionals. It is a large yet inclusive department with many years of combined expertise both in teaching, examining and supporting the science syllabus. Alongside the KS3/4 provision the department offers a full spectrum of Science A' levels and BTEC L3 Applied Science at KS5, allowing teachers and technicians to impart knowledge and skills at the depth and specialism they are most passionate about.

The Science Department has recently taken part in an exclusive Teaching and Learning pilot directly spearheaded by the Curriculum Department within the DfE. As part of a select collegiate of schools across the West Midlands, the Science Department is continuously researching and embedding the benefits of adopting a Science Knowledge Rich Curriculum and has already presented its progress to the DfE at the ministerial offices in London. The school has completed its contribution to the DfE Pilot scheme and continues to reap the benefits of working with other schools on this project. In the most recent OFSTED inspection the Department was selected to be more closely scrutinised, it was successful in demonstrating the vision, the journey and the progress it is making.

The Science floor itself houses 12 fully equipped science laboratories, 5 of which were completely refurbished recently and a P16 theory room. It is supported by 2 experienced Science Technicians and is seeking to increase its technician capacity as it considers practical experiments and scientific enquiry to be an integral part of successful science learning.

The Science Department is ambitious, forward-looking and seeks to welcome like-minded science technicians and teachers into its fold. We offer an array of CPD with internal experts and established links with CLEAPSS, RSC, RSB, IoP, ASE and regional STEM. In the near future, the science department is seeking to join a leading group of science departments across the country with the official Science STEM Mark accreditation.



### **Washwood Heath Curriculum**

We are extremely proud of the ambitious, broad and balanced curriculum we offer to all of our learners. We are committed to providing children with the best life chances possible, irrespective of their background or starting point. We deliver a powerful knowledge-rich curriculum to our learners with the view to their development as global citizens able to make a positive contribution in the local and wider communities of the future.

**You can find out more about Washwood Heath Academy at the website:**  
<https://washwood.academy/>

## JOB DESCRIPTION

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| <b>Post Title</b>    | ASSISTANT SENIOR SCIENCE TECHNICIAN                                                                                                                                                                                                                                           |
| <b>Purpose</b>       | <ul style="list-style-type: none"> <li>To coordinate the use of practical resources to support teaching and learning in the science department.</li> <li>To provide effective &amp; efficient technical assistance to teaching staff within the science department</li> </ul> |
| <b>Reporting to</b>  | Head of Faculty/ Senior Science Technician                                                                                                                                                                                                                                    |
| <b>Liaising with</b> | Head teacher/Senior Leadership Team, teaching and support staff, Multi Academy colleagues, external agencies.                                                                                                                                                                 |

### MAIN (CORE) DUTIES

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|  | <ul style="list-style-type: none"> <li>Prepare equipment for lessons as appropriate.</li> <li>Clear and tidy equipment after lessons and store safely.</li> <li>Assisting in practical classes and carrying out demonstrations</li> <li>Prepare materials in response to requests</li> <li>Assist with the availability of resources</li> <li>Obtaining materials by local purchase</li> <li>Designing, constructing and modifying apparatus.</li> <li>Trialling practical activities.</li> <li>Setting up and caring for plant and animal collections.</li> <li>Preparing standard solutions etc., purifying chemicals, treating waste.</li> <li>To ensure and promote the maintenance of a healthy &amp; safe working environment through: <ul style="list-style-type: none"> <li>Actively contributing to the assessment, monitoring and review of both health &amp; safety procedures and information resources;</li> <li>Keeping up to date with current procedures and practices through continuing professional development;</li> <li>The provision of technical advice and support on health &amp; safety issues to teaching and technical staff;</li> <li>The safe treatment &amp; disposal of used materials including hazardous substances and responding to actual or potential hazards;</li> <li>The healthy &amp; safe storage and accessibility of equipment and materials.</li> <li>Carrying out health &amp; safety checks on laboratories, prep rooms and stores.</li> <li>Carrying out safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate</li> <li>Undertake routine checks and maintenance of equipment within standard operating procedures through</li> <li>Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical &amp; other safety checks, etc.</li> <li>To provide general assistance in the safe storage, transit and accessibility of equipment and materials including;</li> <li>Organising, storing and checking the condition of chemicals and equipment.</li> <li>Monitoring and reporting stock levels</li> <li>Assist with availability of suitable materials and equipment</li> </ul> </li> </ul> |
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|                                                                                                     | <ul style="list-style-type: none"> <li>• Helping to compile orders and liaise with line manager</li> <li>• Update the relevant information systems as required</li> <li>• Assist in the routine maintenance and cleaning of equipment and materials including the safe disposal of used materials within school H &amp; S policy and CLEAPSS Guidelines</li> <li>• Collecting, checking and returning equipment to stores.</li> <li>• General laboratory cleaning of bench surfaces and fixed equipment.</li> <li>• General cleaning and repair of equipment.</li> <li>• Contribute to a safe working environment by undertaking continuous professional development through keeping up to date with developments in practical science and health &amp; safety requirements.</li> <li>• To support the Head of Science in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels, keeping up-to-date records of stock and monitoring financial records.</li> </ul> |
| <b>Operational/<br/>Strategic Planning</b>                                                          | <ul style="list-style-type: none"> <li>• To help plan and prepare practical schemes of work, appropriate to the needs, interests, experience and existing knowledge of students</li> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, teaching strategies and Health and Safety in the Faculty</li> <li>• To contribute to the Faculty's Improvement Plan and its implementation.</li> <li>• To contribute to the whole school's planning activities</li> <li>• To contribute to the faculty process of self-review and evaluation and Improvement Plan activities</li> <li>• To contribute to faculty and whole school enrichment opportunities</li> <li>• To contribute to faculty intervention and revision opportunities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Curriculum<br/>Provision and<br/>Development:</b>                                                | <ul style="list-style-type: none"> <li>• To assist the Head of Faculty, to ensure that the practical curriculum area provides a range of experiences which complements the school's strategic objectives</li> <li>• To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Strategic Commitment, Purpose and Intent.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Staffing</b><br><br><b>Staff Development:</b><br><br><b>Recruitment/<br/>Deployment of Staff</b> | <ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods</li> <li>• To engage actively in the Performance Appraisal Review process</li> <li>• To ensure the effective/efficient deployment of classroom support</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Quality Assurance:</b>                                                                           | <ul style="list-style-type: none"> <li>• To adhere to and to help to implement school quality procedures</li> <li>• To contribute to the process of monitoring and evaluation of the faculty in line with school procedures, including evaluation against quality standards and performance criteria. To implement modifications and improvement where required</li> <li>• To review from time to time methods of teaching and programmes of work</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                                 | <ul style="list-style-type: none"> <li>To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school</li> </ul>                                                                                                                                                                                                                                                                                                                                            |
| <b>Management Information:</b>  | <ul style="list-style-type: none"> <li>To maintain appropriate records and to provide relevant accurate and up-to-date information for the school's management information system</li> <li>To complete the relevant documentation to assist in the tracking of students</li> </ul>                                                                                                                                                                                                                                                                                   |
| <b>Communication:</b>           | <ul style="list-style-type: none"> <li>Where appropriate, to communicate and co-operate with persons or bodies outside the school</li> <li>To follow agreed policies for communications in the school</li> <li>Attend meetings according to the school's Directed Time Policy</li> </ul>                                                                                                                                                                                                                                                                             |
| <b>Marketing and Liaison:</b>   | <ul style="list-style-type: none"> <li>To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with other schools in the Multi Academy Trust</li> <li>To contribute to the development of effective subject links with external agencies/schools</li> </ul>                                                                                                                                                                                                                                                     |
| <b>Management of Resources:</b> | <ul style="list-style-type: none"> <li>To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>To assist the Head of Faculty to identify resource needs and to contribute to the efficient and effective use of resources</li> <li>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students</li> <li>To co-ordinate and manage the work of other staff, such as support staff, participating in the teacher designated lessons</li> </ul> |

**Other Specific Duties:**

- to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example
- to promote actively the school's policies
- to continue personal, professional development
- to actively engage in the school's self-review and evaluation processes
- to actively engage in the school's Appraisal of Performance processes
- to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- to attend meetings as determined in the meetings policy and as directed by the Executive Principal
- to undertake any other duty as specified by School Teachers' Pay and Conditions Document, not mentioned in the above
- to comply with the school's procedures concerning safeguarding and to ensure that training is accessed

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**September 2026**

## PERSON SPECIFICATION

**Job Title: Science Technician, Grade 3**

|                                                                                                                                          | Essential | Desirable | Method of Assessment  |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------------------|
| <b>Knowledge/Qualifications</b>                                                                                                          |           |           |                       |
| Educated to Level 3 Science Qualification or equivalent                                                                                  | ✓         |           | Application           |
| Educated to Degree level or equivalent in Physics, Chemistry or Biology or a related Science discipline                                  |           | ✓         | Application           |
| A willingness to undertake further relevant training and to pass those skills on to other members of staff as appropriate                | ✓         |           | Interview             |
| Sound knowledge of the developments in the current curriculum for the subject                                                            | ✓         |           | Application/Interview |
| Good ICT skills                                                                                                                          | ✓         |           | Application/Interview |
| Developments in the National Curriculum                                                                                                  | ✓         |           | Application/Interview |
| Understanding of the principles of a Knowledge-rich curriculum                                                                           |           | ✓         | Application/Interview |
| Developing appropriately challenging Schemes of Work and Resources                                                                       | ✓         |           | Application/Interview |
| Knowledge of CLEAPSS and other professional bodies relating to Safe working practices                                                    | ✓         |           |                       |
| <b>Experience</b>                                                                                                                        |           |           |                       |
| Knowledge of all Biology, Chemistry or Physics Required Practicals at GCSE level and Key Stage 5                                         | ✓         |           | Application/Interview |
| Enthusiasm and passion for Science practicals                                                                                            | ✓         |           | Application/Interview |
| Demonstrate excellence in safe working practices                                                                                         | ✓         |           | Application/Interview |
| Ability to demonstrate practicals in class                                                                                               |           | ✓         | Application/Interview |
| Creativity, initiative and problem solving.                                                                                              |           | ✓         | Application/Interview |
| Experience in developing Science schemes of work                                                                                         |           | ✓         | Application/Interview |
| A commitment to the extra-curricular life of the school                                                                                  | ✓         |           | Application/Interview |
| A commitment to safeguarding and promoting the welfare of children and young people                                                      | ✓         |           | Application/Interview |
| A commitment to obtaining the highest standards of pupil achievement and a belief that enjoyable learning is the most effective learning | ✓         |           | Application/Interview |
| A commitment to the school's Strategic Purpose, Commitment and Intent                                                                    | ✓         |           | Application/Interview |
| <b>Personal Skills</b>                                                                                                                   |           |           |                       |
| An effective team member                                                                                                                 | ✓         |           | Application/Interview |
| Ability to work under pressure                                                                                                           | ✓         |           | Application/Interview |
| Excellent communication skills                                                                                                           | ✓         |           | Application/Interview |
| Able to motivate and inspire students                                                                                                    | ✓         |           | Application/Interview |
| An excellent technician with enthusiasm and a commitment to education and developing young people                                        | ✓         |           | Application/Interview |
| Able to develop good personal relationships with students and adults                                                                     | ✓         |           | Application/Interview |

|                                                                                                                              |   |   |                       |
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| Approachable and willing to help students both in and outside of lessons                                                     | ✓ |   | Application/Interview |
| Ability to initiate ideas                                                                                                    |   | ✓ |                       |
| Ability to set own targets and meet own and other people's deadlines                                                         | ✓ |   | Application/Interview |
| <b>Equal Opportunities</b>                                                                                                   |   |   |                       |
| Must have an understanding of and commitment to the Trust's equal opportunities policies and procedures                      | ✓ |   | Application/Interview |
| To be able to demonstrate a commitment to celebrating diversity and promoting community cohesion in a multi-cultural setting | ✓ |   | Application/Interview |



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