



# SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

STEM COORDINATOR



*Inspire  
Empower  
Shape The Future*

# THE SCHOOL

## Welcome to Borlase

Welcome to Sir William Borlase's Grammar School, where we are proud of our heritage as we approach our 400th birthday and excited to be inspiring and empowering the aspirations of our students today. A state-funded school in the centre of Marlow, Borlase is recognised for excellent academic learning and an outstanding extra and super-curricular programme.

## History

Founded in 1624 on the same site we occupy today, the brick and flint Cloisters, clock tower and Chapel of Borlase share a street with Mary Shelley's cottage where she wrote Frankenstein, TS Eliot's house and the original site of the Royal Military College now at Sandhurst.

At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624. The school was built on a strong principle: the desire to enable children from all socioeconomic backgrounds to have the opportunity to learn and meet their potential.

## Today

Our school has a very special energy that springs from a contagious enthusiasm for learning across all subjects; this extends well beyond the classroom through the many independent project groups, academic clubs and societies that flourish at school on a daily basis.

The calendar is full of opportunities to enrich learning through trips, visits, practical explorations and independent research. Borlasians aspire to achieve their best academically and personally and are unashamedly ambitious in those aims. High achievement comes from the genuine enjoyment of learning and we are committed to fostering that enjoyment in and outside the classroom.

Our teachers are all specialists in their chosen disciplines who are passionate about creating learning experiences that provoke independent thinking and creativity.

## Our future

We continue to look forwards, always inspired to provide the very best opportunities for our students. We have recently embarked upon a major programme of investment in our site. A new sports centre was opened in 2021 and we are currently working to provide a new school refectory.



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# WORKING AT BORLASE

## A professional community

In joining the staff at Borlase, you would become part of a professional community dedicated to improvement. We invest heavily in staff professional development, but we believe that in a high-performing culture such as ours, the most effective professional growth comes through learning from others in the community and becoming more adept at self-regulated improvement.

We are recognised by the High Performance Learning organisation as a World Class School; testament to the commitment to research-led best practice that we have established at Borlase for over a decade.

We work closely with the local Teaching Hub to provide training for staff at all levels, including NPQs. We also support members of staff to work towards academic qualifications such as Masters degrees and educational doctorates.



## Staff benefits

The children of members of staff are given priority in the admissions process in the event of oversubscription. Please see the school's admissions policy for more details.

We have a two-week October half term and there are extensive opportunities to accompany school trips to exciting destinations in the UK and beyond.

## A commitment to wellbeing

We are committed to providing an outstanding, supportive work environment. An ongoing dialogue with staff about workload has led to changes in our working practice to reduce data collection and reporting points and to streamline our marking and feedback policy.

The Borlase staff is a friendly, sociable team and there are regular trips to theatre productions and sporting events. There is a well-provisioned staff common room and access to a superbly equipped onsite gym.



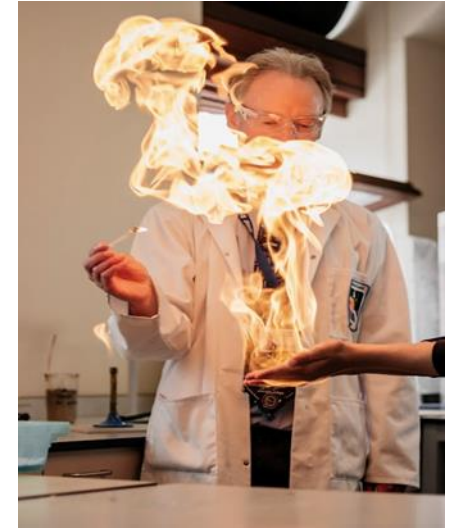
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## STEM Coordinator

*Pay Range 2 – Actual Salary £11,410–£12,495 – dependent on experience  
22.5 hours per week (Term Time only plus one week)  
Required for April/ September 2023*

An exciting opportunity has arisen at Borlase for a new STEM Coordinator. The STEM coordinator works closely with the Heads of the Maths, Science and Computing identifying and leading extension projects to excite students' interest in wider STEM activities. The coordinator is based in the STEM library where they can meet individual students and groups of students; the coordinator also supervises silent study for part of each day which allows them time to do project research. The position is ideally suited to a candidate who is passionate about developing young scientists and keen to make a difference to the outcomes for young people; it would suit someone interested in teaching or training to teach in the future or with a science background interested in working with young people and developing their knowledge and interest.

# THE ROLE



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# JOB DESCRIPTION

## Main Responsibilities

### Purpose of Job

To support the Mathematics, Science, Technology and Computing Departments in identifying and leading STEM enrichment and extension projects; to support those departments in developing Science Literacy and research skills in their students and to generate a vibrant and exciting learning environment for wider STEM Study.

### Main Duties and Responsibilities

- Supervision of Sixth Form Silent Study in the STEM Library 2 -3 lessons a day.
- Supervision of the STEM Library during Student Lunch Breaks, leading activities and overseeing Student- Led activities.
- Development and management of resources in the STEM library in conjunction with Heads of Maths, Science and Computing. (Ordering and reviewing resources)
- Identify, promote and facilitate opportunities for young people in Maths and Science. E.g. Speakers, visits, workshops and wider opportunities for classes/ year groups and small groups. External competitions for young Scientists - groups, or for individuals; university essay/ research competitions
- Prepare the Evolve paperwork for STEM related visits and overseas trips. Working closely with the Admin and finance department to oversee the budget for these STEM activities.
- Supporting STEM based Enrichment Days trips and activities.
- Support the Maths and Science Department in the administration of trips, Olympiads, visits, organising the annual STEM dinner.
- Support Sixth Form students in researching EPQ (Extended Project Qualification) in STEM, guiding them towards possible sources, JSTOR etc

- Assist the STEM Enrichment Mentors in weekly lessons and cover in absence. Work closely with students who are not submitting an EPQ.
- Organise the BMAT and UCAT training days.
- Organise the Maths Olympiads.
- Support the Maths, Science and Computing departments in planning the STEM Fayre and identify further opportunities to give Science projects a platform for celebration.
- Manage the STEM Website page, promoting and celebrating achievements in Science and generally celebrating Science through the school's regular Review and annual Borlasian Magazine. Particularly the outward facing ones.
- Promote STEM Clubs and ExtraCurricular Activities. Maintain an up to date list of student led Societies and clubs. Visit the STEM Societies and clubs at break times.
- Meet regularly with the STEM Prefects. Encourage and support them in organising the STEM Fayre and STEM dinner.
- Coordinate the STEM and Social Science Academic Societies communications working with the school's Vice Captains and Society Leads; organise the handover events for Society Leads and Society Fayre - with the School Student Leadership Team and Deputy Head Teacher.
- Develop STEM literacy resources working with the Heads of Department and promote wider reading and research for STEM.
- Maintaining a masterlist of Extra curricular STEM activity.
- Assist the Careers Leader with Masterclass Days.
- Identifying STEM Speakers for Careers events in particular from the Old Borlasian STEM community.
- Recording Student STEM activity on UNIFROG
- Supporting Students with Personal statement preparation and University choices.



# JOB DESCRIPTION

## Main Responsibilities

### Other Duties

- To support extra curricular Science opportunities within the department, and foster a love of Science in young people.
- There may be the opportunity for the Science Coordinator to be a Form Tutor, or support a part time Form Tutor Group.
- Involvement in Science enrichment events. This might include the opportunity to attend lectures or visits (any unusual hours will be discussed and agreed in advance).
- It is very valuable to have the Science Coordinator willing to be one of our MiniBus drivers in order to help take sixth form students to local activities such as mentoring in primary schools/ leading science/ environmental fairs in another local school. (Not essential)
- This job description is not exhaustive and the post holder will be expected to perform any reasonable request.

- As with all members of staff the post holder is required:
- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with line manager and/or Headteacher;
- To undertake training and constructively take part in meetings to assist with the effective development of the post and post holder;
- To be committed to the school's core values and ethos and to demonstrate this commitment in the way duties are carried out, being courteous to colleagues and to provide a welcoming, friendly environment to visitors and telephone callers;
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times;
- To carry out duties and responsibilities in accordance with the school and Academy Trust's Health and Safety Policy and relevant Health and Safety legislation;
- To demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents,
- To observe proper professional boundaries and having regard to the safeguarding and wellbeing of students;
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.



# THE PERSON

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	GCSE Level Science qualification or equivalent	A Level Science qualification or equivalent Any qualifications in STEM related area
<b>Previous Work Experience</b>	Experience of working with students/young people in a support capacity or developing in any context	Experience of working in an education environment Experience of working in a Science/Maths field.
<b>Professional Qualities, Skills and Experience</b>	Genuinely interested in and enthusiastic about developing young people's enthusiasm for and experience of STEM to fulfil their potential Strong numeracy skills Good communication skills Competent IT user Ability to work as part of a team or independently	Safeguarding, Child Protection Training, knowledge and experience  Any experiences/skills in areas of Science/Maths/Computing are welcomed. Equally, these can be developed.
<b>People Management Skills</b>	Effective communicator with children, staff and parents. An effective team player, working with colleagues collaboratively and maintain confidentiality as appropriate Confident presence for Library supervision	Experience in fostering good relationships between all members of the school community



# THE PERSON

	<b>Essential</b>	<b>Desirable</b>
<b>Other Personal Qualities</b>	<p>Appropriate motivation for working with children (one which values each child &amp; shows concern for their personal safety &amp; wellbeing)</p> <p>Well-developed planning &amp; organising skills including time management, delegation and administration</p> <p>Enthusiasm for working with children and making a difference to their outcomes, personally and academically.</p> <p>A genuine and professional interest in enriching young people's experience of Science, Maths, Technology</p>	<p>Willingness to contribute to the wider life of the school.</p>



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# HOW TO APPLY

*Please do contact us with any queries or if you would like to discuss your situation.*

**For an application form please visit [www.swbgs.com](http://www.swbgs.com) and click on Vacancies**

## KEY DATES

**Wednesday 29<sup>th</sup> March 2023**

*Closing date for applications*

*We reserve the right to close the vacancy early  
should suitable candidates apply before the closing date*

**Applications submitted via email should be sent to Mrs Lynn Cupitt-Jones, HR Department at [lcupitt-jones@swbgs.com](mailto:lcupitt-jones@swbgs.com)**

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance and the Trust's Safer Recruitment Policy.

All shortlisted candidates will be subject to an online search as part of the safer recruitment process.



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