



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

APPRENTICE SCIENCE TECHNICIAN

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Prepare and maintain resources under the guidance and supervision of teaching and senior staff whilst ensuring that all Health & Safety regulations are adhered to.
2. Support the learning within the classroom during lessons.
3. Support the delivery of intervention and enrichment activities for learners at lunchtimes and after school.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for Students

- 1.1. Under the supervision of teaching staff support students to access learning activities using specialist skills, training, and experience.
- 1.2. Support intervention and enrichment sessions under the supervision of teaching staff.

2. Support for Teachers

- 2.1. Support the agreed work programmes/practical lessons under the guidance of teachers.
- 2.2. Ensure that you maintain a clean and orderly working environment.
- 2.3. Under the supervision of teaching staff keep and update records as agreed with the Director of Learning for the Science Faculty, including the production of reports as required.
- 2.4. Alongside teachers, promote and ensure the Health and Safety, and good behaviors of students at all times.
- 2.5. Assist teaching staff to prepare and maintain specialist equipment/resources as required by staff/curriculum/lesson plans and assist others in their use.
- 2.6. Assist in the development of lesson/work plans, administration of coursework, worksheets etc.
- 2.7. Assist with the administration of routine tests, contribute to the invigilation of examinations as required and assist teaching staff to undertake marking of students work within the Science Faculty and recording of achievement/progress.

3. Support for the School

- 3.1 Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.
- 3.2 Be aware of and comply with policies relation to safeguarding (including child protection), Health and Safety, confidentiality and data protection, reporting all concerns to a nominated person.
- 3.3 Work as part of a team and support the role of other people in the team.
- 3.4 Support the role of other people as part of a team and establish constructive relationships with other agencies/professionals in liaison with teaching staff, to support the achievement and progress of students.
- 3.5 Attend and participate in individual and team meetings as required.
- 3.6 Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management.
- 3.7 Where required accompany teaching staff and students on visits, trips, out of school activities and enrichment programmes.
- 3.8 Assist with the supervision of students out of lesson time including before school, during breaks and lunchtime and after school.

4. Other Responsibilities

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

5. Records Management

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview / Task
QUALIFICATIONS				
1.	5 A* - Cs at GCSE including Maths and English.	E	✓	
2.	Evidence of Continuous Professional Development.	D	✓	✓
EXPERIENCE				
3.	Knowledge of Health & Safety in relation to the work of a school.	D	✓	✓
4.	Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals.	D	✓	✓
5.	Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
6.	ICT skills to use word processing, software and to research.	E	✓	✓
7.	Ability to identify work priorities and manage workload.	D	✓	✓
8.	Ability to maintain accurate work records and inventories.	E	✓	✓
9.	Ability to assist with the maintenance of tools and equipment.	E	✓	✓
10.	Ability to assist with the preparation of equipment and materials for lessons, as requested by teaching staff.	E	✓	✓
11.	Ability to assist with the development and maintenance of specialist resources.	E	✓	✓
12.	Ability to develop interpersonal and communication skills.	E	✓	✓
13.	Ability to establish positive relationships with students, including those with special needs.	E	✓	✓
PERSONAL QUALITIES				
14.	A passionate belief in the school's mission statement.	E	✓	✓
15.	A strong belief in the value of education in developing citizens.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview / Task
16.	Highest levels of professional and personal integrity.	E	✓	✓
17.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
18.	Personal resilience, persistence and perseverance.	E	✓	✓
19.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
20.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
22.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
25.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
26.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓