



JOB DESCRIPTION

JOB DETAILS

Job Title: Science Technician

Pay Scale: Grade 3

Accountable to: Director of Science

JOB PURPOSE

To assist in managing the equipment and resources of the science curriculum area and to assist with the preparation and delivery of lessons.

KEY RESULT AREAS

1. Preparing equipment and resources for lessons as requested by teaching staff and students.
2. Organising the storage of equipment and materials, taking into account Health and Safety requirements.
3. Monitoring stock levels and ordering new stock when required.
4. Tidying and cleaning specific laboratory and preparation areas.
5. Carrying out safety checks and basic maintenance in laboratories.
6. Assisting with the testing of equipment.
7. Advising teaching staff, other technicians and students on operational and safety procedures for experiments and equipment with which you are familiar.
8. Supporting the work of teachers in lessons, including carrying out demonstrations.
9. Assisting teachers with the production of displays and other materials for the department.
10. Responsibility for the safe storage, handling and disposal of all chemicals
11. Assisting as required in practical lessons.
12. Offer full technical support across the various science disciplines.
13. Contributing to planning, development and organisation of systems, procedures and policies.

14. Promoting and ensuring the health and safety and good behaviour of students.
15. Establishing productive working relationships, acting as a role model and setting high expectations.
16. Supervising school examinations as required.
17. Monkwearmouth Academy is an inclusive school and expects all colleagues to support in the behaviour management and supervision of students and take part in active duties to support student supervision on a daily basis as directed.
18. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of Tyne Coast Academy Trust, it must be accepted that, as the Trust's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

Tyne Coast Academy Trust is committed to equality and diversity for all members of society. The trust will take action to discharge this responsibility but many of the actions will rely on individual staff members at the academy embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the academy trust's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the trust with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the academy trust can improve its practice on Equality and Diversity, please contact the Deputy Chief Executive.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the academy trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the academy and safety policies in respect to their specific duties and responsibilities.

LEARNING & DEVELOPMENT

All staff are required to participate fully in the academy trust Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

The academy trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The academy trust expects all staff and volunteers to share this commitment.