

<b>Salary:</b>	NJC Pay Scale Grade E
<b>Responsible to:</b>	
<b>Date of Job Description:</b>	February 2025

### **Purpose of the Role:**

To work with teachers to manage the provision of science support for learning activities, working with pupils in the delivery / demonstration of science practical learning activities and the preparation and maintenance of science teaching areas and equipment for pupils.

### **Main Tasks and Responsibilities**

#### **Key duties:**

- To coordinate the use of and development of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff, all areas of the school and outside organisations.
- To ensure the maintenance of a healthy & safe working environment through:
  - actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;
  - keeping up to date with current procedures and practices through continuing professional development;
  - the provision of technical advice and support on health & safety issues to teaching and other technical staff;
  - the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards;
  - the healthy & safe storage and accessibility of equipment and materials.
- To take a key role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.

- To be responsible for setting up and monitoring systems used in the management and control of practical resources including:
  - leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records;
  - monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy;
  - Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.
- To ensure that the technical team is resourced organised and developed to meet the performance standards required by the department
- To undertake the key role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

#### **Individuals in this role will also:**

1. Participate in the recruitment of technical support staff;
2. Orders, procures, stores and maintains items within a departmental budget for technical resources; responsible for the safe storage and treatment of materials;
3. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

#### **Indicative knowledge, skills and experience**

- Knowledge / skills equivalent to National Qualifications Level 4 or equivalent relevant experience in a specialist area;
- Knowledge and understanding of supporting pupils in a science;
- Knowledge of appropriate use of specialist equipment and ability to communicate and demonstrate this technical knowledge effectively to staff and pupils;
- Ability to walk and carry minor loads; lift and move resources, materials and equipment which may be awkward;
- Experience of working in a technical / practical area, e.g. laboratory, craft room, workshop which may involve exposure to dirt, fumes, chemicals, liquids, possible hazardous materials, or working with potentially dangerous equipment;

- Requires analytical, judgemental or creative skills to develop practical lesson plans, relevant policies, analyse pupil performance and provide feedback on this; provide advice on curriculum areas.

### **General**

1. To act in accordance with FCAT's policies and procedures.
2. To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
3. To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
4. To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
5. To ensure compliance with FCAT's Health and Safety Policy at all times.
6. To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
7. Any other tasks and responsibilities reasonably appropriate to this post and grade.