



St Edmund Arrowsmith Catholic High School

Prepare the way of the Lord

JOB DESCRIPTION: SCIENCE TECHNICIAN

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for support staff and other current education and employment legislation including that of the Department for Education.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

JOB PURPOSE:	To provide the support to the Science Department and the Senior Science Technician. To provide assistance in the classroom to support students and assist teaching staff with learning activities.
RESPONSIBLE TO:	SLT Cluster Manager, Head of Science, Senior Science Technician, School Business Manager
LIAISES WITH:	Senior Science Technician, Teaching Staff, Support Staff, LA, suppliers and contractors
HOURS OF WORK:	20 hrs per week, term-time only Flexible hours to be arranged– core hours 8.00am - 3.00pm
POST GRADE:	G4 (SCP 5 – 8) £19,312 - £20,493 full-time salary Pro-rata salary £8,728 - £9,447) / (Hourly rate £10.00 - £10.62)
REVIEW DATE:	Annually

MAIN DUTIES AND RESPONSIBILITIES:

SUPPORT FOR THE DEPARTMENT

- To assist with the preparation of materials and equipment required for practical lessons from Year 7 to Year 11.
- To assist with the general maintenance of resources within the department including ICT equipment.
- To undertake regular maintenance checks, minor repairs and report major faults and safety problems to the relevant persons, eg repair company.
- To be responsible for the application of good practice when dealing with use and storage of materials and equipment ensuring compliance with Health and Safety, COSHH, School Risk Assessments and other relevant regulations.
- To be responsible for the disposal of chemical and biological waste in accordance with safe working practices.
- To assist in the organisation of the effective/efficient use of Science equipment in the Department, including relevant record keeping.

- To assist in the preparation and ongoing maintenance of resource materials including audio visual aids and learning packs.
- To maintain reasonable stocks of relevant materials which will include ordering goods and supplies from staff requisitions and liaise with suppliers as required.
- To assist in the organisation of effective usage of accommodation in relation to the needs of the Department.
- To contribute to and develop initiatives, which may benefit the Department and the school.

SUPPORT FOR PUPILS

- To provide assistance with demonstrations and practical activities with particular regard to safety, including providing technical advice and assistance to teachers and students during practicals, project work and assessments.
- Use specialist (curricular/learning) skills/training/experience to support a pupil or pupils.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

SCHOOL SUPPORT

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, supporting pupils with medical conditions, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings as may be reasonably directed.
- To co-operate and actively participate with others in providing quality learning for all within the school as may be reasonably directed.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visits, trips and out of school activities as may be reasonably directed.
- To carry out general support staff duties when required.
- To administer basic First Aid to pupils or staff as the need arises.
- Any other tasks as directed by your Line Manager or Headteacher which are appropriate to the post.

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to the job commensurate with the grade and job title.