



Star

## STAR ACADEMIES

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

### 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 Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### **JOB SUMMARY:**

1. Be responsible for the preparation and maintenance of resources under the guidance and supervision of teaching and senior staff whilst ensuring that all Health and 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 Support students in accessing learning activities using specialist skills, training and experience.
- 1.2 Deliver intervention and enrichment sessions.
- 1.3 Provide feedback to students in relation to progress and attainment.

##### **2. Support for Teachers**

- 2.1 Implement structured and agreed work programmes/practical lessons under the guidance of teachers.
- 2.2 Be responsible and ensure the creation and maintenance of a clean and orderly working environment.
- 2.3 Be responsible for keeping and updating records as agreed with teachers and the Director of Learning for the Science Faculty, including the production of analysis and reports as required.
- 2.4 Promote and ensure the Health and Safety, and good behaviour of students at all times.
- 2.5 Design, 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 Administer routine tests, contribute to the invigilation of examinations as required and undertake marking of students work within a specialist area and record achievement/progress.
- 2.8 Contribute to planning, development and organisation of systems/policies/ procedures.

##### **3. Support for School**

- 3.1 Be aware of and comply with policies relating to child protection, Health and Safety, confidentiality and data protection, reporting all concerns to a nominated person.

- 3.2 Work as part of a team and support the role of others at all times, contributing to the overall work and ethos of the school.
- 3.3 Undertake personal development through training and other learning activities including performance management, observation, evaluation and discussion with colleagues, and use this to lead, advise and support others.
- 3.4 Work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies/professionals in liaison with the teacher, to support the achievement and progress of students.
- 3.5 Implement planned supervision of students out of lesson time.

#### **4. Resources**

- 4.1 Operate the relevant equipment, including in a safe and appropriate manner.
- 4.2 Ensure orderly and secure storage of relevant equipment and premises at all times.
- 4.3 Be responsible for the provision/ordering of stock and equipment.

#### **5. Administration**

- 5.1 Ensure correct and up to date stock lists of equipment and materials. In addition supervision of the requisite Health and Safety checks.
- 5.2 Checking for damage and vandalism on a daily basis undertaking relevant repairs or arranging for attention as required.

#### **6. Other Responsibilities**

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

#### **7. Records Management**

- 7.1 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

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
<b>QUALIFICATIONS</b>				
1.	A Levels <u>or</u> NVQ3 in Laboratory and Associated Technical Activities (LATA) <u>or</u> NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills <u>or</u> equivalent.	E	✓	
2.	Evidence of continuous professional development.	E	✓	✓
<b>EXPERIENCE</b>				
3.	Knowledge of Health & Safety legislation as it relates to the work of a school.	E	✓	✓
4.	Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals.	E	✓	✓
5.	Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.	E	✓	✓
6.	Knowledge of GCSE and A Level exam board requirements.	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
7.	ICT skills to research, present and communicate effectively.	E	✓	✓
8.	Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum.	E	✓	✓
9.	Ability to identify work priorities and manage own workload and that of others.	E	✓	✓
10.	Ability to monitor, control and keep financial records according to the requirements of the school.	E	✓	✓
11.	Ability to maintain accurate work records and inventories.	E	✓	✓
12.	Ability to carry out risk assessments in relation to laboratory work.	E	✓	✓
13.	Ability to maintain a range of tools and equipment.	E	✓	✓
14.	Ability to prepare equipment and materials for lessons, as requested by the teaching staff.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
15.	Ability to design, develop and maintain specialist resources.	E	✓	✓
16.	Ability to demonstrate developed interpersonal and communication skills.	E	✓	✓
17.	Ability to establish positive relationships with students, including those with special educational needs.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
18.	Commitment to working flexibly, including outside of school hours, as required.	E	✓	✓
19.	Highly organised, literate and articulate.	E	✓	✓
20.	A strong belief in the value of education in developing citizens.	E	✓	✓
21.	Highest levels of professional and personal integrity.	E	✓	✓
22.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
23.	Personal resilience, persistence and perseverance.	E	✓	✓
24.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
25.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
29.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
30.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
31.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓