



JOB DESCRIPTION

Title: Science Technician

Grade: TPLTSS 4

Main purpose of the role

Working within a learning framework set by the Principal provide science related technical support to meet the educational needs of pupils, which ensures that they have appropriate resources and equality of access to opportunities to learn and develop.

To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

Safeguarding Responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity.

Main Duties and Responsibilities

Support for pupil(s)

Establish and maintain effective relationships with pupils

Develop a general understanding of and respect for the learning needs and preferences of pupils and use this knowledge constructively when supporting them individually or when working with groups.

Support pupils during learning activities

Working under the direction of the classroom teacher, contribute to teaching sessions, by demonstrating or advising on the proper use of equipment and materials. This will involve providing support to individual pupils, including assisting with the completion of practical project work, managing the stock control of chemicals and equipment, ensuring that all health and safety procedures are understood and followed correctly.

Contribute to the welfare of the pupils

Provide cover in urgent social or welfare situations in respect of individual pupils and assist with maintaining the well-being of pupils in an emergency during classroom activities, during the normal school day.

Support for teacher(s)

Assist in preparing the learning environment.

Working under the direction of class teacher(s), discuss timetables, equipment requirements and work plans and ensure that all required classroom, laboratory and

workshop science resources and materials are available and ready for use when needed.

This responsibility includes the cleaning, preparation and assembly of technical materials, apparatus and equipment, their safe storage, and the disposal of used or waste products in accordance with school policies and procedures and, where appropriate, statutory regulations.

Maintain materials, apparatus and equipment.

Within the scope of personal knowledge and training, maintain and repair scientific apparatus and equipment. Where this is not practical, arrange for repair and servicing work to be carried out by a contractor approved by the Principal.

Assist the classroom teacher(s) by maintaining agreed written records of all technical materials, apparatus and equipment used in support of the pupils' learning and development, including responsibility for stock control and maintaining an audit of expendable material.

Preparation of displays

Assist with the preparation and organisation of displays of learning material or pupil's work under the direction of the classroom teacher(s). Also, use technical knowledge and skills to contribute to mounting of displays and exhibitions within the school, generally.

Contribute to the planning of learning activities.

Undertake research on current developments in science technology in order to assist the classroom teacher(s) in planning how learning activities will be implemented.

Support for the school

Develop and maintain working relationships with other professionals

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.

Participate in staff meetings and contribute to the development of policies and procedures related to the use of science based equipment and aids.

Contributing to the Management of the security and well-being of the school

Actively participate in the development and maintenance of school policies and practices which ensure that the school has a safe and welcoming environment.

Review and Develop own professional practice

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.

Scope for Impact

This post provides support for the school, specifically the science department. This may include instructing and assisting teachers with practical work and class demonstrations, and preparing equipment and solutions.

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is site based but will include visiting schools within the Trust for meetings and to support schools.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.

Contribute to the management of student behaviour and security.

Review and develop own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

Supervision and Work planning

Overall supervision received from the Line Manager

Supervisory responsibility

The post holder does not have supervisory responsibilities for other staff.
There are no budgetary responsibilities attached to this post.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Contacts

Staff and pupils within the school, including student placements.
External contractors providing or maintaining equipment and apparatus.

Person Specification

Job Title: Science Technician

Assessment criteria	Essential	Desirable
Qualifications		City and Guilds or equivalent vocational qualification to Level 3.
Work related experience and associated vocational training	A good scientific and technical background.	Experience in an educational setting. Experience of work in a science laboratory environment.
Job related skills	Strong practical and organisational skills. Good communication and teamwork skills.	
Personal skills	A thorough, meticulous approach to work.	
Equality	An understanding, acceptance and commitment to the fundamental principles of an equal opportunities. To work in a way that promotes equality of opportunity and respect for diversity.	
Safeguarding	Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. To work in a way that promote the safety and well-being of children and young people.	