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| Job Description: Science Technician  Our Mission  Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live    To achieve excellence in all aspects of school life. | |
| *Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.* | |
| Purpose of the role: | To ensure the provision of effective and efficient technical and administrative support within the Science Department |
| Line management | **Subject Lead** |
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| Main duties and responsibilities: | * To work in partnership with the team of Science technicians under the direction of the Subject Lead * To co-ordinate the use, development and delivery of practical science resources, ICT resources and facilities in line with the wishes of the Subject Lead, including the provision of guidance and support in meeting the practical requirements of the science curriculum; liaising with all areas of the College and outside organisations * To take a leading role for the promotion and observance of a healthy and safe working environment * To take a leading role in the design, development and maintenance of learning resources and/or long term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum * To take a leading role in setting up and monitoring systems used in the management and control of practical resources * Under the overall guidance of the Subject Lead, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard * To take a proactive role within the Science Department to ensure there is the potential for exceptionally high-quality teaching and learning in Science * To respond effectively to requests from the Subject Lead, Science Teaching Staff, ITT students and Support Teaching Staff as required * To assist in the maintenance of an organised approach to administrative support within the Science Department * Undertake any other duty deemed reasonable by the Principal of the College. |
| Specific Role | * Work in partnership with the team of Science technicians to ensure that the technical team is resourced, organised and developed to meet the performance standards required by the team * Take part in the College performance management policy and use the process to develop personal and professional effectiveness * Liaise with and provide advice and support to teaching staff in the preparation and delivery of lessons or development of new units for the National Curriculum * Prepare learning resources for use in science lessons * Deliver and set up practical apparatus, ICT equipment and material resources (worksheets, tests, videos & similar) to designated areas in time for the start of the lesson or as agreed with classroom teacher * Replenish and maintain essential resources in laboratories and prep rooms (weekly and as requested) * Obtain materials by local purchase * Give technical advice to teachers, technicians and students * Carry out risk assessments for technician activities * Assist in practical classes and carrying out demonstrations * Ensure all equipment and materials are prepared for demonstration purposes or for use by teaching staff and pupils * Diagnose and undertake basic repairs to equipment required for health and safety reasons, referring when necessary other items to the Subject Lead * Keep up to date with health and safety requirements and with developments in practical science. * Attend courses (as agreed with the Subject Lead) * Provide technical advice and support on health and safety issues to teaching and other technical staff * Provide technical advice and support to the Science Department to ensure optimum use of ICT resources in teaching and learning * Guide other technicians in the use of ICT resources available to the Science Department * Recommend to the Subject Lead changes to policies and procedures * Organise, store and check the conditions of chemicals, radioactive materials and equipment (as agreed with the Subject Lead) * Ensure the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards (as required) * Ensure the healthy and safe storage and accessibility of equipment and materials; advise on the need for checks on fume cupboards, pressure vessels, first aid kits; and electrical and other safety checks (as required) * Attend department meetings; presenting information and contributing to meetings and decision making process * Attend progress meeting with the Subject Lead * Take a leading role in the organisation and supervision of trainee technicians as required * Design, construct and modify apparatus (as agreed with the Subject Lead) * Set up and care for plant and animal collections * Prepare standard solutions and chemicals, treat and dispose of waste (as required) * Catalogue and maintain practical apparatus and materials resources in clearly organised, designated areas * Take a leading role in the processes of stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records (as agreed with the Subject Lead) * Take a leading role in the monitoring, control and organisation of financial records of the department expenditure (as agreed with the Subject Lead) * Ensure the availability of suitable materials and equipment and suggest alternatives for suitability and economy * Diagnose and carry out basic repairs to equipment referring to Subject Lead when further repairs or replacement is a possible solution * Collect, check and return equipment to stores * Ensure the practical equipment in laboratories is stored in a clean and safe environment * Carry out general cleaning and immediate repair of equipment (as agreed with the Subject Lead) * Bring to attention of the Subject Lead items requiring medium or long term repair or replacement * Provide advice and guidance to staff on the use, purchase or replacement of resources * Undertake specific duties within the Science Department |

**Science Technician: Person Specification**

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| **Selection Criteria** | **Essential/ Desirable** | **How evidenced** |
| **Education and Experience** |  |  |
| Demonstrable levels of Numeracy and Literacy equivalent to GCSE A-C | E | AI |
| Experience of working with children and/ or young people | D | AI |
| Experience of providing technical support to service lessons in science specialism. | D | AI |
| **Skills and Knowledge** |  |  |
| Effective oral and written communication | E | AI |
| Excellent working relationships with both children and adults | E | I |
| Good organisational and time management skills | E | I |
| Good ICT skills to support learning | D | I |
| **Abilities** |  |  |
| Ability to work constructively as part of a team | E | AI |
| Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities. | E | AI |
| Ability to self-evaluate learning needs and actively seek learning opportunities | E | I |
| Ability to use initiative to facilitate tasks safely | E | IR |
| **Personal Qualities** |  |  |
| Genuine interest in helping children and young people learn together with patience, kindness and flexibility | E | AI |
| Reliability and an excellent record of attendance and punctuality | E | IR |

**Key: A = Application, I = Interview, R = Reference**