

# The Westgate School

## Job Description

### Team Leader Science Technician

<b>Responsible for:</b>	Supporting delivery of practical science to ensure delivery of the Science Curriculum.
<b>Responsible to:</b>	Reporting to the Head of Science Faculty as operational line manager and to the Bursar as functional line manager.

#### Main purpose of the job

To lead the Technician Team to prepare practical resources and maintain facilities, in order to safely and accurately meet the practical needs of the science curriculum. This includes line management of the Technician Team and liaison with staff both inside and outside the department.

To support the Head of Science to deliver the Science Curriculum by supporting Teachers, Cover Teachers, Teaching Students and school students.

#### Main job functions. The post holder will effectively:

- a) Demonstrate competence in all Science Technician roles and activities
- b) Develop the practical elements of the Science Curriculum
- c) Manage and supervise the safe treatment, storage and disposal of hazardous substances including fulfilling the role of Radiological Protection Supervisor (RPS).
- d) Advise teaching staff and colleagues on technical & health and safety issues
- e) Manage the competence and career development of the Technicians
- f) Manage the department budget for the Head of Science
- g) Coordinate the systems for organising practicals and the running of the Prep Room.
- h) Support Head of Science & teachers with cover requirements.

Any other duties as directed by the Headteacher, commensurate with the grade of the post.

#### Personal Responsibilities. The post-holder will effectively:

Interact with students to ensure school standards and learning outcomes are Implement school policies including those relating to Race Equality, Equal Opportunities and Health & safety.

Attend training and meetings as necessary to remain fully informed about developments in relation to Every Child Matters.

Play a full and active part in activities related to the continuing improvement and prosperity of the school.

#### Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

#### Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR 2018.

#### Safeguarding Children

In accordance with the commitment of The Westgate School to follow and adhere to the Department of Education guidance entitled "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory DBS clearance is required for this post.

### **Team Leader Science Technician**

<b>Key responsibilities</b>	<b>Related activities</b>
To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.	<p>Managing, monitoring performance and supervising colleagues.</p> <ul style="list-style-type: none"> <li>• Induction of new staff and progression of current staff through the grading system</li> <li>• Performance Management and development of technicians</li> <li>• Plan for activities with HoS to ensure Technician hours and priorities meet needs of Curriculum</li> <li>• Ensure Prep Room, labs and storerooms are in good working order and repairs/maintenance are scheduled.</li> </ul>
To have overall responsibility for the promotion and observance of a healthy and safe working environment for the technical support service by:	<ul style="list-style-type: none"> <li>• Actively leading and coordinating the assessment, monitoring and review of both health and safety procedures and information resources</li> <li>• The provision of technical advice on health and safety issues to teachers, technical support staff and students and challenging poor behaviour and conditions</li> <li>• Lead by example on safe working practice, use of safety information and risk assessment and also wearing correct Personal Protective Equipment</li> <li>• The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards</li> <li>• Keeping up-to-date with current procedures and practice through continuing professional development</li> <li>• The healthy and safe storage and accessibility of equipment and materials</li> <li>• Assume role of Radiological Protection Supervisor (RPS) with appropriate training.</li> </ul>
To support the Science Department in delivering the practical needs of the science curriculum.	<p>Liaison with Teachers and colleagues to ensure practicals;</p> <ul style="list-style-type: none"> <li>• are in-line with Schemes-of-Work, suitable for age and ability of class, ensure hazards are controlled (Fume-cupboard, small amounts, gloves etc) and accurate results can be achieved.</li> <li>• Are prepared safely, required resources are available &amp; working, apparatus is assembled &amp; delivered to class</li> <li>• Are understood by teacher in relation to the hazards and the organisation for safe delivery and return.</li> <li>• Are trialled to provide secondary data or to troubleshoot issues and provide instructions on the method.</li> <li>• Are managed correctly by providing classroom assistance or carrying out demonstrations where required.</li> </ul>
To demonstrate competence in maintaining a healthy, safe and organised working environment throughout the science department.	<ul style="list-style-type: none"> <li>• General maintenance of laboratories and prep room including fault reporting, making safe any issues that arise, checks on safety controls, restocking, cleaning.</li> <li>• Following security requirements for labs and Prep Rooms Keeping up-to-date with health and safety requirements and with developments in practical science. (Attending courses and reading publications.)</li> <li>• Ensure correct disposal of waste materials <b>including Radiological</b></li> </ul>

	<p><b>waste.</b></p> <ul style="list-style-type: none"> <li>• Checking stock, keeping stock records.</li> <li>• Compile orders and liaise with suppliers and finance departments as and when required</li> <li>• Setting up and caring for plant and animal collection if required</li> <li>• Calibration, inspection and repair of equipment.</li> <li>• <b>Ensure repairs are carried out to fulfil safety and legislative requirements.</b></li> </ul>
To ensure the development and maintenance of the Prep Room systems, Technician's competencies and preparedness for new and changing requirements.	<ul style="list-style-type: none"> <li>• Constructing and modifying apparatus.</li> <li>• Assessing and researching new, required or suggested practicals</li> <li>• Training students, new or less experienced teachers and technicians on demonstrations and practical techniques especially</li> <li>• Trialling and producing data on required practicals</li> </ul>
To work safely and competently at all times to deliver required materials, equipment and practicals.	<ul style="list-style-type: none"> <li>• To follow instructions in CLEAPSS information, Schemes of Work, Technician guidance and local Risk Assessments</li> <li>• Wear correct Personal Protective Equipment (PPE) at all times following procedures and assessments for Technicians</li> <li>• To prepare practicals in all 3 subject areas to ensure safe delivery and return of items – including minimising hazards (eg; by splitting substances, ensuring fume-cupboards are available and working, providing advice and PPE to teacher.</li> <li>• Store, transport and label equipment and materials following local procedures to ensure safe access and transfer</li> <li>• Provide safety information and advice to assist teachers with completing their Risk Assessments, and report issues or non-conformances</li> <li>• Providing equipment and materials in safe condition for class practicals.</li> <li>• Demonstrating and supporting Hazardous Demonstrations to Trainees, Teachers and students.</li> <li>• Collecting, checking and returning equipment to stores</li> </ul>
To ensure correct substances are provided to meet needs of science curriculum within legal and risk assessment frameworks	<ul style="list-style-type: none"> <li>• To competently handle all types of substances safely, preparing standard solutions, labelling, decanting, neutralising chemicals &amp; treating waste including biological.</li> <li>• To understand the types of hazards associated with chemicals, biological samples and radiological sources.</li> <li>• To understand and interpret the labelling and information provided on substances and be able to research requirements using trusted sources.</li> <li>• Organising, storing and checking the condition of chemicals and equipment</li> </ul>