



Shaw
Education
Trust



Careers

at Shaw Education Trust



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| Job Title: | Supervisory Innovation Technician |
| Grade: | 6 |
| SCP: | SCP 20 – SCP 24 |
| Conditions of Service: | Support Staff Contract |
| Responsible to: | Headteacher |

Job Purpose

To work under the guidance of senior staff to provide a technical support service to the Innovation faculty including Science, Food and Technology.

Key Responsibilities

Line Management

- May involve line management responsibility of staff.
- Liaise between managers/teaching staff and technicians.
- Hold regular team meetings with technicians.
- Undertake recruitment/induction/appraisal/training/mentoring of technician staff.
- Provide CPD and training to other staff.

Support to the Classroom

- To co-ordinate the preparation and distribution of apparatus and equipment to the laboratories and workshops as requested by teaching staff.
- Advise and check work that is carried out in the faculty by outside contractors.
- Attend lessons and assist teaching staff with demonstration lessons and practicals when required.
- To set up and try out experiments and projects before lessons, assessments and examinations to ensure that they work.
- Assist in/organise cover work when teaching staff are absent.

Administration

- Carry out the annual audit of stock.
- Help with the organisation of faculty trips, including help with the supervision of students during the trip.

Resources

- Assist with the development of resources.
- To liaise with technical and teaching staff regarding any problems in the ordering of apparatus, materials and equipment.
- Operation of audio-visual equipment and arrangement for appropriate maintenance and servicing.
- Collect materials from school grounds and local suppliers.
- Prepare and make teaching aids as required.
- Drive the school minibus on trips where required.

Health, Safety and Security

- To be responsible for the safe storage of chemicals and equipment.
- To act as health and safety representative for the Innovation curriculum area and attend Health and Safety meetings as required.
- Deal with emergencies in classes, breakages and spillages of chemicals.

- Have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials.
- Take care of plants and any animals within the area.
- Maintain and clean any equipment on an annual basis.
- Check materials and equipment before and after use by class for quantity and damage.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Contribute to the achievement of the school's objectives.
- **Promote inclusion and acceptance of all pupils within the school.**
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Be aware of, support and ensure equal opportunities for all.
- Assist with pupil needs as appropriate during the school day.

Safeguarding

- Take responsibility for promoting the safety and welfare of all pupils.
- Report all concerns to an appropriate person.
- Co-operate and work with relevant agencies to protect children.
- Ensure all statutory requirements are adhered to, including prevention.

This job description is not prescriptive, nor necessarily a comprehensive definition of the position.

Notwithstanding the duties in this job description, you will be expected to undertake any other duties and tasks which are not specifically listed but are within the scope and remit of this post to ensure the effective delivery and development of the service.

Qualifications and Experience

Qualifications/Training (or equivalent experience)

- NVQ3 in Laboratory and Associated Technical Activities (LATA) Educational or NVQ3 Laboratory Technicians
- Working in Education or C&G Advanced Science Technician, or appropriate equivalent qualification or experience.
- STEM learning technician training.

Experience / Knowledge / Skills

- An excellent standard of practical knowledge.
- Experience in a related discipline.
- Supervisory experience.
- A working knowledge of relevant equipment.
- Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to organise, lead and motivate other staff.
- Good communication/interpersonal skills.
- Ability to relate well to children and adults.
- Good organising, planning and prioritising skills.
- Methodical with good attention to detail.
- Willingness to train to be competent in all areas of the faculty.

Codification of expected norms and behaviours

| Leadership, of self and others | | |
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| Attitude | Aptitude | Functional Capability |
| <ul style="list-style-type: none"> • Build relationships between yourself and the team, and between team members. • Unify not divide the team, promote a culture of respect. • Manage conflict well and pro-actively. • Embrace and welcome accountability of self, and for team. • Care for the well-being of your team/colleagues. • Support the retention of good staff by creating a positive culture around workforce development and team communities. • Ensure good communication amongst your team and the wider organisation as appropriate. | <ul style="list-style-type: none"> • Ensure effective workforce development and training for self and all, including coaching and mentoring. • Spot and nurture talent – in yourself and in others. • Positively engage in development opportunities and aptitude development. | <ul style="list-style-type: none"> • Ensure clear roles and accountabilities for the team are well understood. • Develop and promote mutual accountability between colleagues in the team. • Deploy staff and resources effectively across the team. • Manage the workload of self and team. • Know your team(s)/colleagues well. |
| Model our values and behaviours | | |
| Attitude | Aptitude | Functional Capability |
| <ul style="list-style-type: none"> • Build trust within your teams and across the Trust. • Create and contribute to a psychologically safe environment so staff can work and flourish within your team and across the Trust. • Value compassion • Encourage a can-do approach personally and across your team. • Positively challenge poor behaviour and call it out. | <ul style="list-style-type: none"> • Be self-reflective on your own strengths and be proactive in seeking support (via colleagues, reading or CPD) to understand any areas for improvement and ensure your development in these. | <ul style="list-style-type: none"> • Display professional credibility to team, peers, and trustees. |

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| <ul style="list-style-type: none"> • Be highly and consistently visible across the organisation and within your team. • Demonstrate a consistent approach and calmness. | | |
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Motivate and inspire

| Attitude | Aptitude | Functional Capability |
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| <ul style="list-style-type: none"> • Celebrate and acknowledge success of self and others. • Show and demonstrate the value of others – create an abundance culture where all can be successful without threat or competition. • Demonstrate drive and ambition for self, team and Trust. | <ul style="list-style-type: none"> • Engage in wider networking, development opportunities and/or reading to gain inspiration and personal motivation. • Understand and share your ‘why’ – and revisit it regularly. | <ul style="list-style-type: none"> • Communicate a precise and clear vision. • Set the journey ahead which is understood by all. • Evidence sharp goal setting and achievement. • Ensure errors, oversights and mistakes are rare. |

Reflection

| Attitude | Aptitude | Functional Capability |
|---|---|---|
| <ul style="list-style-type: none"> • Demonstrate transparency and integrity within team and across the Trust. • Accept responsibility and be vulnerable, avoid a blame culture. | <ul style="list-style-type: none"> • Take time to know yourself and engage in self-reflection and learning. • Ask thoughtful questions and seek the truth. • Give and accept feedback. | <ul style="list-style-type: none"> • Encourage your team to reflect on efficiency and effectiveness, striving to gain a constantly improving approach. |

Secure accountability by giving tools to succeed by...

| Attitude | Aptitude | Functional Capability |
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| <ul style="list-style-type: none"> • Giving generously with your time. • Ensuring 1:1 meetings are useful and effective in driving improvement. • Providing support and removing barriers to success. • Be true to your word, if you say you will do something, do it. | <ul style="list-style-type: none"> • Have high expectations of yourself and others, seek out best practice. | <ul style="list-style-type: none"> • Ensuring absolute clarity in terms of expectation and ‘the ask’. • Allocating resources effectively to support KPI delivery. • Be willing and able to have challenging conversations. |

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

JC 17.01.2025

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.