



Education Technician Team

JOB TITLE:	Technician 3
REPORTS TO:	Lead Technician
SUPERVISES:	The Technician Team in the absence of or as delegated by the Lead Technician
BAND:	B

JOB PURPOSE:

To enable pupils' access to learning by providing technical advice and support in the practical and technical aspects of the curriculum by preparing, maintaining and organising equipment and materials.

Working with pupils as directed by the teacher, supporting safe and sensible behaviour during practical tasks.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

Curriculum Support

- Manage requests for technical equipment and resources to support learning, developing a systematic safe approach to using equipment to support key stages of the curriculum.
- Advise on scientific, technological development and education developments as they relate to the curriculum. Advise teaching staff of the technical requirements of the curriculum specifying the technical support needs generated by curriculum development.
- Preparation, assembly, setting up of equipment /components, apparatus, tools and equipment for practical classes and assessments.
- Conducting experimental trials in readiness for lessons.
- Ensure adequate risk assessments are carried out for laboratory activities and lessons requiring the use of technical equipment, chemicals.
- To advise teaching and support staff on health and safety issues that relate to equipment and materials.
- Collecting, caring for and storing equipment, resources and materials safely.
- Retrieval and clearing away of equipment / materials after lesson use.



- Maintain equipment undertaking basic repairs and modifications where possible or organising repair by agent or supplier.
- Under instruction dispose of and store equipment, apparatus and materials, including chemical waste.
- Maintain cleanliness and security of specialist areas and equipment.
- Monitor supplies and condition of safety and protective wear, ensuring that pupils are provided with these as required.
- Compile orders for equipment and resources, liaising with the Finance Team to ensure best value.

Pupil Support

- Demonstrate and teach the correct and safe use of equipment for pupils as directed by the class teacher.
- Assist the class teacher in the development of lesson frameworks and technical facilities to meet teaching/learning needs, including assisting in planning layout of facilities and advice on specialised requirements in furniture, fittings and services.
- Assess pupils' work where the focus is on using equipment or conducting experiments and identify areas of possible improvement for pupils.
- Provide feedback to the teacher on the practical work completed by pupils.
- Provide continuous support and advice on safety to pupils during practical work.
- Assist with the administration and invigilation of routine tests and coursework tasks.
- Report potentially dangerous or unacceptable behaviour of pupils in designated practical / experimental area to the Teacher responsible for that class.

General School Support

- Be involved in extra curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.