#### Education Technician Team

## JOB TITLE: Technician

**REPORTS TO:** Lead Technician

**SUPERVISES:** Not Applicable

**BAND: A**

**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**

* To supply technical equipment and resources as directed to support teaching and learning.
* Preparation, assembly, setting up of equipment /components, apparatus, tools and equipment for practical classes and assessments.
* 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.
* Under instruction dispose 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 the correct and safe use of equipment for pupils as directed by the class teacher.
* 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.