## JOB TITLE: Science Technician

**REPORTS TO: Head of Science**

## BAND: Thurrock Grade 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.

To provide advice and support to staff. Support the development of the Technician Team.

**KEY CORPORATE ACCOUNTABILITIES**

* To actively promote the Trust’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 Trust’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 Trust’s Health and Safety Policy and all locally agreed safe methods of work.
* At the discretion of the Headteacher, 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.
* Supervise the day-to-day organisation and development of other technical staff and newly qualified teachers, teaching assistants to ensure that standards of practical work are maintained in the absence of or under the direction of the Lead Technician.
* 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, based on the up to date recommendations of CLEAPSS
* 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, stock checks 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.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : …………………………………… Date: ………………

Name in full ……………………. …….

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| **Qualifications & Experience** | Specific qualifications & experience | Experience in a technical support or technician function within a school.  Willingness and motivation to develop own skills. |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of the School  Know how to carry out health and safety checks, tests and routine maintenance.  Knowledge of specific technical health, safety and security issues in schools |
| Literacy | At least English GSCE (A-C) level or equivalent |
| Numeracy | At least Maths GSCE (A-C) level or equivalent  Ability to manage budgets within the financial regulations of the school |
| Technology | Knowledge of basic ICT to support learning |
| **Communication** | Written | Ability to write effectively for a variety of audiences |
| Verbal | Ability to use clear language to communicate information unambiguously  Ability to listen effectively |
| Languages | Overcome communication barriers with children and adults |
| Negotiating | Consult with children and their families and carers and other adults |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy |
| SEN | Ability to understand and support children with developmental difficulty or disability |
| Curriculum | Good understanding of the school curriculum  Knowledge of literacy/numeracy strategies |
| Child Development | Good understanding of the general aspect of child development  Ability to assess progress and performance |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Understand the role of others working in and with the school  Understand and value the role of parents and carers in supporting children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information  Ability to follow instructions accurately |
| **Responsibilities** | Organisational skills | Good organisational skills  Ability to remain calm under pressure  Know how to carry out and implement the practical tasks associated with security of materials and resources |
| Line Management | Ability to support the work of volunteers and other teaching assistants in the classroom |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate creativity and an ability to resolve routine problems independently |
| **General** | Equalities | Awareness of and commitment to equality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection | Good understanding of and commitment to child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the roll |