



Job Description and Person Specification

Lead Science Technician

Salary Band 5, Point 6-9

Purpose	Support the Head of Science in the oversight of technicians, Health & Safety and science resourcing
Reporting to	Head of Science or Key Stage Science lead as appropriate
Working Time	37 hours per week / 40 weeks per year (term time plus 1 week)

Areas of responsibility

To provide support to the Science Department in the preparation of materials, equipment and resources to facilitate teaching and learning for pupils and students from ages 11-18. This includes the preparation, organising and collection of resources for lessons and returning and maintaining equipment in addition to keeping up to date with health and safety requirements.

Support the department's resourcing and contribute to the continuous improvement of science as directed by the head of science. Responsibilities may include but not be limited to:

- Support and lead the science technician team and be their link to the leadership team
- Provide line management for technicians, providing feedback and additional support as needed
- Take part in the appraisal and professional development of colleagues within your team
- Supporting the day-to-day running of the department through the provision of resources for practical work including stock control and subsequent cost-effective ordering via HOD
- Demonstrate the highest standards of science practical knowledge including the latest developments on practical resources.
- Lead, manage and develop Science, and provide guidance for other teachers, including training, support and advice to improve school practices
- Review curriculum as required, highlighting areas where practical work can be broadened and developed
- Take part in professional development, sharing ways to improve practical work with others
- Contribute to the recruitment and professional development of science technicians if and when there is a recruitment need
- Lead by example, with the highest professional and personal standards

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum resourcing to secure co-ordinated outcomes for learners

Health, safety and discipline

- Assist with on Health & Safety requirements for the department
- Assist with Health & Safety requirements of science technicians
- Promote the safety and wellbeing of pupils within science

Professional development

- Take part in the school's appraisal procedures
- Take part in training and development to improve the quality of science resourcing/provision
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

All staff will

- Act as a positive role model
- Play a full part in the life of the school community, support its vision, ethos and policies and encouraging staff and students to follow this example
- Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
- Be positive, dynamic and challenging in all aspects of work
- Foster an inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Participate in school initiatives where every person is expected to contribute to learners progress
- Participate in professional learning programme and take responsibility for their own learning and development
- Develop the skills and talents of other members of the community
- Ensure their own well-being and that of others by establishing an appropriate balance between life and work
- Contribute to procedures for a self-evaluation process
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- Develop social cohesion and positive links with the whole of our local community
- Adhere to community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management
- Undertake any other duties as requested in accordance within the scope and responsibilities of the role that may reasonable be required.

Mobility Clause

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

Flexibility Statement

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation



CRITERIA	QUALITIES
Qualifications and training	<p>Experience of being a science technician</p> <p>Evidence of professional development relevant to this role</p>
Skills and knowledge	<p>Good knowledge of legislation and guidance on Science Health & Safety requirements</p> <p>Excellent communication and organisational skills</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good IT skills, including previous use of school systems such as MIS and safeguarding systems.</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p>
Personal qualities	<p>Commitment to upholding and promoting the ethos and values of the school</p> <p>Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to equity</p>

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.