Job Description

JOB TITLE	Science Technician
JOB FAMILY	Technician
PHASE	Secondary
HOURS	
REPORTING TO	
RESPONSIBLE FOR	NA

Job Purpose

To provide general, practical support in science laboratories and back-up to science teaching staff. Responsible for setting up and monitoring systems in the management and control of practical resources, including budgets.

To keep updated and ensure workings in Science area meeting health and safety requirements and developments within the Science arena. Assist in managing day-to-day running of workshops. Prepare equipment and materials for lessons/examinations/controlled assessments in safe, clean working conditions, for use by teachers and students. Provide practical support for students in science lessons.

Assist in practical classes, carry out demonstrations, prepare resources, and assemble apparatus as required. Give technical advice to teachers, pupils/students.

Conduct risk assessments for technician activities. Lead on stock control, ordering, etc. Participate in extended services, after school clubs as required.

Duties and Responsibilities

Key Accountabilities

- To prepare equipment and materials as requested in clean, safe working conditions, for use by teachers and students.
- To provide practical support in Science lessons and for less experienced staff trailing practical's ahead of time
- To support the science department, including assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus.
- To give technical advice to teachers, technicians and pupils/students.
- To carry out risk assessments for technician activities.

- To have responsibility for the promotion and observance of a healthy & safe working environment by:
    - actively leading and coordinating the assessment, monitoring and review of both health & safety procedures and information resources;
    - keeping up-to-date with current procedures and practices through continuing professional development;
    - the provision of technical advice on health & safety issues to teachers and technical support staff;
    - the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards;
    - the healthy & safe storage and accessibility of equipment and materials.

- To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.
- To be responsible for setting up and monitoring systems used in the management and control of practical resources including:
- Leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records;
- Monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy;
- Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.
- To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

Curriculum Support

- To take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.
- To be responsible to the Science Department Lead in coordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.
- Online resource management and routinely add more resources for teachers to use
- Assist with departmental displays
- Work with teaching staff in respect of the requirements of the curriculum

Pupil Support

- Demonstrate and teach the correct and safe use of equipment for pupils and staff

- 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

- 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

Working with colleagues and other relevant professionals

- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other Areas of Responsibility at Rochester Grammar School

- To participate in extended services and after school clubs as required
- Provide care and first aid to students and staff (first aid trained/willing to become first aid trained)

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Rochester Grammar School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

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.

I understand and agree to the job description of a Science Technician

Name:……..

Signed: ……..

Date: ……..