

GOSFORTH CENTRAL MIDDLE SCHOOL

JOB DESCRIPTION

DIRECTORATE: Education

SCHOOL/SERVICE: Gosforth Central Middle School

POST TITLE: STEM Champion and Learning Support in STEM subjects

EVALUATION

GRADE: N5

RESPONSIBLE TO: Head Teacher, Head of Science and Head of Art & Technology

RESPONSIBLE FOR:

JOB PURPOSE: To provide technical and classroom support duties including curriculum related tasks and small group work in close collaboration with other school staff.

To oversee the daily running of the science prep room and resources in technology and art

MAIN DUTIES: The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

(a) General

- 1 Supporting the teachers in the general management of the science, art and technology teaching spaces.
- 2 Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- 3 Undertaking routine invigilation.
- 4 Following school safeguarding policies to ensure that all of our pupils are kept safe.

(a) Classroom Organisation

- 1 Responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful, practical and attractive learning environment.
- 2 Preparing pupils' work for display in the classroom and around the school.
- 3 Demonstrating creativity in assisting with the practical resourcing of the classroom.

(c) Pupil Support

- 1 Working with pupils directly on curriculum related tasks under the direction of the teacher.
- 2 Contributing to the delivery of all aspects of the STEM curriculum for pupils

- 3 Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- 4 Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to help make necessary changes and developments within the classroom.
- 5 Working with teachers and other staff in planning the STEM teaching programme and associated activities.

(d) Welfare and other duties

- 1 Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- 2 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- 3 Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
- 4 Administer medication to pupils in accordance with the school's policy and procedures (only where the post holder, in accordance with the LA guidance, has agreed to be the named volunteer for this task).
- 1 Actively promoting anti-discrimination policies and implementing the School/Council's equal opportunities policies in all aspects of employment and service delivery.

(d) STEM Responsibilities

- 1 To be a leader and partner with teaching staff in the collaborative design and implementation of STEM projects throughout the school.
- 2 Oversee the daily running of the science prep room, including ordering stock, setting out stock for teaching sessions, ensuring safety precautions are followed in the storing and use of chemicals.
- 3 Order and prepare resources for use in art and technology lessons.
- 4 Support in the organising and storing
- 5 Carrying out the required safety checks of equipment in the science labs and technology rooms.
- 6 Assist teaching staff with the creation of resources to provide pupil practical work and demonstrations.
- 7 Update and maintain accurate records of the chemicals in school and administrative systems including stock control.
- 8 Providing clerical and administrative support to the heads of art & technology and science.
- 9 Support extra-curricular STEM initiatives in school.

- 10 Enhance STEM links within school by working closely across the departments.
- 11 Seek to support the development of STEM links with the wider community.
- 12 To work to CLEAPSS standards of safety and maintain an orderly and safe science prep room.

June 2018