

KEPIER



JOB DESCRIPTION

Name:

Job Title: Lead Science Technician

Salary Scale: NJC

Point Range: 17-19

Additional Payments: N/A

Permanent Contract

Starting on: as soon as possible

Contractual hours: 37

Weeks per year: Term time (38 weeks) plus 15 days

Hours to be worked: Monday - Thursday 8.00am - 4.00pm
Friday 8.00am - 3.30pm

Lunch break: 30 minutes

Purpose of Job: Working under the direction of the Department Leader. To support teaching and learning in the Science department, including preparation of materials, resources, ordering of materials, setting out equipment and general repairs etc. and to work with staff and learners in the classroom to demonstrate equipment, apparatus and systems as appropriate.

Principal Duties:

1. To support and assist teachers as part of a professional team to contribute to raising standards of learners' achievement.
2. To provide guidance and support within the curriculum area and to ensure that practical resources are prepared and in place for lessons as required.
3. To keep up to date with curriculum developments, procedures and practices through continuing professional development (including attending courses and reading publications).
4. Contribute to curriculum and resource planning.
5. To use specialist skills, training and experience to support teachers in the classroom environment to assist learners in the use of relevant resources, equipment and apparatus.
6. As part of the team to develop consistent and effective practice in in-class support.
7. To liaise with staff on a regular basis to ensure curriculum needs are being appropriately met.
8. To be proactive in ensuring that technicians within the department are being appropriately guided, supported and directed.
9. Supporting the Department Leader in managing and controlling practical resources, including:
 - co-ordinate the weekly resource requirements through stock control, compiling orders, obtaining costings and purchasing goods;
 - ensuring that the curriculum area has appropriate specialist resources;

- ensuring the availability of suitable materials and equipment and sourcing them under 'Best Value' principles;
- liaising with appropriate external agencies and suppliers as required; and
- both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

10. Ensuring the maintenance of a healthy and safe working environment including:

- to ensure that best practice procedures for Health and Safety are maintained;
- to provide advice and support in health & safety related issues to staff and learners;
- to ensure that all used materials, including dangerous substances are dealt with appropriately in line with COSHH regulations;
- to ensure the safe storage and accessibility of equipment and materials;
- to carry out Risk Assessments and safety checks as required; and
- to have due regard to personal health & safety and that of others and to wear appropriate protective clothing and eyewear as necessary.

11. To undertake First Aid Training (First Aid at Work) and carry out that role, if required.

12. To undertake Fire Warden training and carry out that role, if required.

General:

- Any other reasonable duties as requested by the Line Manager, Principal or member of the Senior Leadership Team that is not specified in this job description.
- To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.

Responsible to: Principal and Department Leader.

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Board) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... Date.....

Signed (Principal)..... Date.....