



Job Description

Role Title	Typically reports to	
Science Technician	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
D169	5	Dec 2015

Purpose of the role (job statement)

Under the instruction/guidance of senior staff: provide general support in a specific curricula/resource area including preparation and maintenance of resources and support to staff and pupils

Main Duties:-

- support pupils in accessing learning activities under the guidance of the teacher
- provide feedback to pupils in relation to progress and achievement
- create and maintain a purposeful, orderly and productive working environment
- timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc
- maintain records, as requested
- ensure the health and safety and good behaviour of pupils at all times
- administer routine tests and invigilate exams and undertake routine marking of pupils' work
- provide clerical/administrative support
- monitor and manage stock and supplies, cataloguing, as required
- maintenance of specialist equipment: check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- demonstrate and assist others in safe and effective use of specialist equipment/materials
- undertake structured and agreed learning activities/teaching programmes
- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance management, as required
- assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities

Responsibilities:-

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
- confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals



<ul style="list-style-type: none"> attend and participate in relevant meetings, as required participate in training and other learning activities and performance development, as required 			
Person Specification – Science Technician D169			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> Effective use of ICT Experience of the use of relevant equipment/resources Knowledge of particular subject/technical area Knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to identify own training and development needs and co-operate with means to address these Ability to relate well to children and adults 	E E E E E E	A I A I A I A I A I A I
Qualifications and Training	<ul style="list-style-type: none"> Current NVQ level 2 in English and Maths or equivalent <u>and</u> experience in relevant discipline/job role Comply with Health and Safety Legislation 	E E	A I A I
Experience	<ul style="list-style-type: none"> Experience of general technical resource support 	E	A I
Disposition	<ul style="list-style-type: none"> Reliable Friendly and helpful attitude towards others The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body To uphold the school's policy in respect of child protection matters This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder All staff members participate in the school's performance management /appraisal scheme 	E E E E E E	A I A I A I A I A I A I
Conditions of Service			
National Joint Council			

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

This school is committed to safeguarding and promoting the welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.