

Job Description

Job Title:	Science Technician/Learning Support Assistant
Scale:	Grade 5 (7-12) £20,092 - £22,183
Hours:	37 hours per week
Contract type:	Permanent, Term time
Responsible to:	Subject Leader/ Senior Science Technician
Well-being and Appraisal:	HR Manager
Focus:	To provide a professional, efficient & effective range of scientific skills and activities across the school and wider Trust, in accordance with agreed Trust policies and procedures, to ensure delivery of a first class service.

Summary of Key Areas of Responsibility:

1. Produce quality work that meets deadlines and is accurate and professionally presented.
2. To maintain confidentiality and high professional standards at all time.
3. To comply with Advance Learning Partnership policies and procedures.

Key Area of Responsibility	Brief Outline
Generic responsibilities:	<ul style="list-style-type: none"> • Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure. • To model the values, ethos and vision of the Trust. • To maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, students and other information of a sensitive or confidential nature.
Responsibilities specific to post:	<ul style="list-style-type: none"> • To assist the planning, implementing and evaluating learning activities in conjunction with the class teacher. • Work in conjunction with the class teacher to support whole class activities, as well as working on your own with individuals, or groups of, students. • Prepare classrooms for teaching sessions, ensuring all learning materials are available for the set lesson also to work with the class teacher to ensure the smooth delivery of the lesson. • Make up solutions. • Assemble apparatus. • Deliver equipment to rooms. • Collect, check and return equipment to stores. • Take care of laboratory equipment and apparatus. • To be responsible for the arrangement of maintenance and repair of resources. • Construct and modify apparatus. • General laboratory cleaning (bench surfaces, fixed equipment etc.) • Clean laboratory sinks, emptying / supervising the emptying of sink traps. • To be responsible for the organisation and storage of chemicals and equipment. • To responsible for the stocktake of chemicals and/or equipment. • Care for plants and/or animals. • To be responsible for health & safety checks on laboratories, prep rooms and stores. • To be responsible for safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate. • To be responsible for orders; checking deliveries and invoices. • Trial practical activities. • To be responsible for risk assessments for technician activities. • Assist in practical classes. • Carry out demonstrations for both teachers and students. • Keep up to date with developments in practical science and health & safety requirements, (by attending courses and reading publications)



General	<ul style="list-style-type: none">• Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.• To model the values, ethos and vision of the Trust.• To contribute to the overall ethos, work and aims of the Trust.• To maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.• Attend relevant meetings as required.• Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.• Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.• Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.• Maintain good relationships with colleagues and work together as a team.• Appreciate and support the role of other professionals.• To attend any training courses relevant to the post, ensuring continuing, personal and professional development.• Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
Special Conditions	<ul style="list-style-type: none">• The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.• The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.• The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.• An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.
The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.	



Person Specification

		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the subject.	*	
	Fully supported in references.	*	
Qualifications and Experience	NVQ Level 2 or equivalent in a relevant subject	*	
	NVQ LATA Level 3 science based degree or equivalent qualification.		*
	Experience of work in a school laboratory		*
Knowledge, Skills and Abilities	Ability to demonstrate scientific experiments/ techniques to students of all ages and abilities.	*	
	Ability to demonstrate high standards student support	*	
	Good ICT skills.	*	
	Up-to-date knowledge in scientific developments.	*	
	Attention to detail.	*	
	Numerical skills.	*	
	Knowledge and compliance with policies and procedures relevant to child protection and health and safety.	*	
	Organisational skills and ability to meet deadlines.	*	
	Ability to work on your own initiative and as a member of a team.	*	
	Ability to prepare briefing papers for teaching staff.		*
	Good communication skills both written and verbal.	*	
	Actively and reasonably keep up to date with developments in fields associated with this post.		
Personal Attributes	Ability to work successfully under pressure and retain a sense of humour.	*	
	Personal presence and impact	*	
	Ability to work as a team member to achieve common goals.	*	
	Positive attitude and enthusiastic approach.	*	
	Initiative, energy and perseverance.	*	
	Promote a positive image of the Academy to students, parents/ carers and visitors.	*	