



## Your Academy....Your Future

<b>Post Title</b>	Science & Technical Support Assistant
<b>Purpose</b>	To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement, and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the Academy's policies and procedures.
<b>Responsible to</b>	Director of Science
<b>Responsible for</b>	All science, experimental and administrative functions.
<b>Contract Type</b>	Permanent – Term Time Only
<b>School Type</b>	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
<b>Grade</b>	Grade E – SCP 8-9
<b>Disclosure Level</b>	Enhanced
<b>Expectations</b>	<p><b>There is an expectation that all adults who work at Castle View Enterprise Academy will:</b></p> <ul style="list-style-type: none"> <li>• Create opportunities to support the Academy vision.</li> <li>• Have respect and care for students and all other adults.</li> <li>• Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.</li> <li>• Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.</li> <li>• Contribute to the Academy enrichment programme.</li> </ul>

<p><b>Duties &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Under the overall management of the Director of Science ensure practical resources are prepared, in place for lessons and promptly tidied away as required.</li> <li>• Provide technical support and advice in meeting the needs of the curriculum.</li> <li>• Ensuring the maintenance of a healthy and safe working environment through: <ul style="list-style-type: none"> <li>• Actively contributing to the assessment, monitoring and review of health and safety policies, procedures and information resources.</li> <li>• Keeping up to date with current procedures and practices through continuing professional development.</li> <li>• The provision of technical advice and support on health and safety issues to teaching and trainee technical staff.</li> <li>• The safe treatment &amp; disposal of used materials including hazardous substances and responding to actual or potential hazards.</li> <li>• The healthy and safe storage and accessibility of equipment and materials.</li> </ul> </li> <li>• Keep up to date records of stock, help compile orders and obtain materials / sundries.</li> <li>• Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out.</li> <li>• Provide additional support in class, where required, including assistance in practical classes and carrying out demonstrations.</li> <li>• Following risk assessment procedures.</li> <li>• Keeping up to date with health and safety requirements and with developments in the appropriate subject (including attending courses and reading publications).</li> <li>• Keeping the preparation room and laboratories in a tidy and neat condition.</li> <li>• Disposing of waste materials safely in line with school procedures.</li> <li>• Organising, storing and checking the condition of equipment.</li> <li>• Organising, copying and storing assessments.</li> <li>• Attending relevant meetings.</li> <li>• Collecting, checking and returning equipment to stores.</li> <li>• General cleaning of surfaces, sinks and equipment.</li> <li>• General repair of equipment.</li> <li>• Managing the equipment within the department's ICT suite.</li> </ul>
<p><b>General Requirements</b></p>	<ul style="list-style-type: none"> <li>• Attending and participating in training and development courses as required.</li> <li>• Attending meetings, liaising and communicating with colleagues in the Academy.</li> <li>• Being an effective role model for the standards of behaviour expected of pupils.</li> </ul>

	<ul style="list-style-type: none"> <li>• Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Governing Body and Local Authority.</li> </ul>
<b>Professional Values &amp; Practises</b>	<ul style="list-style-type: none"> <li>• Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.</li> <li>• Treating pupils consistently with respect and consideration, and being concerned with their development as learners.</li> <li>• In line with the Academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.</li> <li>• Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.</li> <li>• Reflecting upon and seeking to improve personal practice.</li> <li>• Working within Academy policies and procedures and being aware of legislation relevant to personal role and responsibility in the Academy.</li> <li>• Recognising equal opportunities issues as they arise in the schools and responding effectively, following Academy policies and procedures.</li> <li>• Building and maintaining successful relationships with pupils, parents/carers and staff.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Undertake lunchtime supervision and other duties on a weekly basis as required.</li> <li>• Develop and update the Academy website (training will be provided)</li> <li>• Carry out other reasonable tasks from time to time as directed by the Head of School.</li> </ul>

## Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE =D
<b>Education &amp; Qualifications</b>	
Qualification in Science or sustained involvement in science based activity.	<b>D</b>
Evidence of technical knowledge and expertise.	<b>D</b>
<b>Experience</b>	
At least 2 years previous experience in a similar background.	<b>D</b>
Experience of working in a school environment.	<b>D</b>
<b>Knowledge &amp; Skills</b>	
Able to prepare and assist students with practical activity and the use of materials.	<b>D</b>
Able to maintain and operate equipment.	<b>D</b>
Able to communicate effectively with colleagues and students.	<b>E</b>
Able to plan and organise work.	<b>E</b>
Able to work under pressure and to tight deadlines.	<b>E</b>
Able to organise supplies and equipment and organise stock.	<b>E</b>
Knowledge in relation to Health and Safety issues.	<b>D</b>
<b>Personal Qualities</b>	
Ability to demonstrate maturity, patience and determination.	<b>E</b>
Reliable and conscientious.	<b>E</b>
Enthusiastic and self motivated.	<b>E</b>
Pleasant manner when dealing with colleagues and customers.	<b>E</b>
Flexible approach.	<b>E</b>
Desire and ability to learn new skills.	<b>E</b>