

GOSFORTH CENTRAL MIDDLE SCHOOL

JOB DESCRIPTION

DIRECTORATE:	Education
SCHOOL/SERVICE:	Gosforth Central Middle School
POST TITLE:	STEAM Champion
EVALUATION	A5207 (463 points)
GRADE:	N5
RESPONSIBLE TO:	Head Teacher, Head of Science and Head of Art & Technology
RESPONSIBLE FOR:	
JOB PURPOSE:	<p>To provide technical and classroom support duties including curriculum related tasks and small group work in close collaboration with other school staff.</p> <p>To oversee the daily running of the science prep room and resources in technology and art</p>
MAIN DUTIES:	<p>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.</p>

(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.

(b) 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 STEAM 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 STEAM 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 Actively promoting anti-discrimination policies and implementing the School/Council's equal opportunities policies in all aspects of employment and service delivery.

(e) STEAM Responsibilities

- 1 To be a leader and partner with teaching staff in the collaborative design and implementation of STEAM 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, including food, for use in art and technology lessons.
- 4 Support in the organising and storing of resources including glassware and chemicals
- 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 STEAM initiatives in school.
- 10 Enhance STEAM links within school by working closely across the departments.
- 11 Seek to support the development of STEAM links with the wider community.
- 12 Operating machinery including: circular saw, band saw, laser cutter, 3D printer and kiln.
- 13 Perform basic maintenance of machinery – cleaning, lubricating and safety checks.
- 14 To work to CLEAPSS standards of safety and maintain an orderly and safe science prep room.

January 2023