



## JOB DESCRIPTION

<b>JOB TITLE</b>	Science Technician (16.5 hours) / Senior Learning Mentor (16 hours)
<b>SALARY POINT</b>	Kent Scheme Band 5 Actual Salary £14,000 to £15,785 pa (FTE £19,723 to £20,893 pa), plus Special Needs Allowance of £1,323 pa
<b>LIASION WITH:</b>	Head of Science, Progress Leaders and Teachers for the precise support needed for individual pupils
<b>HOURS:</b>	32.5 hours per week, term time, plus 32.5 INSET hours
<b>WORKING PATTERN:</b>	Core hours are 8.00am – 3.30pm
<b>DATE:</b>	May 2022

### SCIENCE TECHNICIAN - JOB PURPOSE:

Under the overall direction of the Head of Science to support the teaching and learning in the department by ensuring the effective preparation, maintenance and storage of tools, equipment and materials and undertake learning activities with pupils and teachers.

### KEY AREA OF RESPONSIBILITY:

- Co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the curriculum (including liaising with teaching staff and support staff outside of the department) to ensure that the varied needs of the pupils are met.
- Supervise and direct the learning activities of groups of students to ensure their safety and contribute to their educational development. Contribute to the pupils' assessment and feedback to the teacher in order for them to record the pupil's academic progress.
- Actively contribute to the assessment, monitoring and review of both health and safety procedures and make sure materials (including hazardous substances) are used safely and disposed of appropriately in order to maintain a healthy and safe working environment.
- Contribute to the design, development and maintenance of specialist resources and contribute to long-term projects to ensure that the widest curriculum possible can be offered to pupils.

- Prepare and assemble apparatus and components for demonstration, class practical work and assessment. To prepare solutions and materials.
- To keep up to date with health and safety regulations in science and ensure staff within departments are advised of relevant updated guidance.
- Order equipment, arrange for repairs and liaise with suppliers and the finance department, suggesting economic alternatives, to maintain stock levels and ensure that the classrooms are appropriately equipped.
- Maintain up to date records of stocks and accurate financial records to ensure that school's financial procedures are adhered to and expenditure is kept within budget.
- Carry out routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is undertaken to ensure that the required standards are adhered to.
- Organise and supervise the work of other support staff in the department ensuring that their work is of the required standard and that all policies and procedures are adhered to.

#### **SENIOR LEARNING MENTOR - JOB PURPOSE:**

To provide support to individual pupil, or small groups of pupils, within normal lessons. Where required, to teach intervention groups to enable designated pupils to make more rapid progress in knowledge and understanding in subjects where they require additional support. Pupils from some or all of the categories specified below may be part of a support group at any one time:

#### **KEY AREA OF RESPONSIBILITY:**

- Assist in drawing up and undertaking the delivery of an individual pupil learning support programme, either in intervention groups or within the classroom, to ensure delivery of the individual's targets.
- To coach individual SEND pupils or small groups of SEND pupils, to support their knowledge, skills and understanding in specific subject areas.
- To support pupils who are underachieving.
- To understand the key factors that affect pupils' learning that may impact on their progress (joint responsibility of teacher/Learning Mentor), including updating the teacher as necessary with relevant information.
- To support pupils to be on-task at the start of each lesson and throughout the course of the lesson.
- To use area(s) of subject expertise to contribute to the learning activities in the lesson, suggesting and/or implementing effective differentiation within the classroom in collaboration with the teacher.

#### **KEY AREAS OF RESPONSIBILITY:**

##### **1. Monitoring Pupil Progress**

- To support pupils in receipt of Pupil Premium to make at least expected progress
- To monitor and evaluate the impact of all pupil learning programmes.
- Assist the teacher with observations and monitoring of the progress of pupils, maintaining accurate records in order to ensure documentation of all interventions with pupils.

## **2. Maintaining an ASD Learning Environment**

- Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.
- To establish the learning environment for each pupil based on knowledge of pupil needs (resources management).
- To contribute to producing learning materials for pupils in order to meet their needs for examinations, revision or general progress.

## **3. Professional Collaboration and Liaison (Colleagues and Parents)**

- To liaise with parents/carers where appropriate and as requested by the teacher.
- To attend meetings, training and development activities, as required by the Senior Leadership Team, with overtime available if necessary.
- To attend Annual Reviews where appropriate.
- To take part in relevant training/CPD to help build a greater understanding of supporting pupils to improve their learning.
- Maintain high levels of professional conduct at all times
- Undertake any reasonable requests as negotiated with the line manager.
- Support the ethos and aims of Grange Park School.

## **4. Maintaining Pupil Well-being**

- Promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth.
- To assist in the physical well-being of the pupils, where appropriate.
- To assist in the implementation of individual programmes and strategies from the Therapy Team.

## **5. Statutory Responsibilities**

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation
- The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
- At all times operating within the schools Equality policies
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for young people.

## Person Specification

### Science Technician / Senior Learning Mentor

	<u>Essential</u>	<u>Desirable</u>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of safeguarding children effectively</li> <li>• Good level of communication skills</li> <li>• A strong work ethic and a passion for Science</li> <li>• The ability to conduct tasks quickly with a keen eye for detail</li> <li>• Experience of setting up equipment in a laboratory environment for practical lessons</li> <li>• Must have undertaken the Support Work in Schools Programme (VRQ 2) or be working towards obtaining this.</li> <li>• A good knowledge of CLEAPSS and COSHH laboratory safety regulations</li> <li>• Thorough understanding of Health and Safety procedures especially as they relate to work in a Laboratory. First Aid certificate would be useful.</li> <li>• Knowledge of appropriate use of laboratory equipment (including handling chemicals safely) and ability to communicate and demonstrate this knowledge effectively to staff and students.</li> <li>• Use of basic technology (computer, video/DVD, photocopier etc.)</li> <li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> <li>• Understanding of schools financial procedures.</li> <li>• An excellent record of attendance and punctuality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with pupils with ASC and associated Learning Disabilities.</li> <li>• Specific knowledge of ASC and/or ADHD</li> <li>• Knowledge of SIMS.net</li> </ul>

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A' level, HNC or equivalent qualification in a relevant subject</li> <li>• Educated in Mathematics and English up to GCSE C grade or equivalent</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Have knowledge of legislative regulations which underpin the role e.g. Health and Safety Laws, Data Protection Act, COSHH or be prepared to undertake appropriate training</li> <li>• Knowledge and understanding of working with young people.</li> <li>• Able to produce learning resources and materials to support progress and achievement.</li> <li>• Knowledge of education and how best to support, motivate and engage young people in learning.</li> <li>• Knowledge and understanding of child protection and safeguarding practices and protocols</li> <li>• Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the school curriculum</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to engage constructively with, and relate to, a wide range of young people and children from different backgrounds.</li> <li>• Ability to establish relationships with internal and external stakeholders.</li> <li>• Ability to undertaking comprehensive assessments of pupils to determine those in need of particular support.</li> <li>• A positive attitude with energy and commitment.</li> <li>• Desire to further develop the school's ethos.</li> <li>• Ability to form and maintain appropriate professional relationships and boundaries with children and</li> </ul>	

	<p>young people.</p> <ul style="list-style-type: none"> <li>• Ability to motivate and enthuse pupils.</li> <li>• A commitment to high academic standards.</li> <li>• Ability to manage pupil behaviour</li> <li>• Ability to work effectively as a member of a team and display excellent interpersonal skills.</li> <li>• Ability to work effectively with and command the confidence of teaching staff.</li> <li>• First class communication skills on all levels.</li> <li>• Highly organised, motivated and enthusiastic.</li> <li>• High professional and personal standards</li> <li>• A commitment to working to strict deadlines</li> <li>• Willingness to play a part in the wider life of the school</li> <li>• Confidence, liveliness, tenacity, flexibility, adaptability and resilience.</li> <li>• Hold a current, clean and valid driving licence and be willing to drive school vehicles</li> </ul>	
<b>Other factors</b>	<ul style="list-style-type: none"> <li>• Must satisfy relevant employment checks</li> </ul>	
<b>Requirements from confidential references</b>	<p>Written reference(s) only</p> <ul style="list-style-type: none"> <li>• Confirmation of professional and personal knowledge, skills and abilities.</li> <li>• Positive recommendation from current employer.</li> <li>• Good health and attendance record.</li> </ul>	

Grange Park School requires the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.