



Goldwyn School

Job Description: Teaching Assistant/Science Technician

Employed at:	Goldwyn School, Ashford.
Employed for:	32.5 hours per week (term time only plus 5 staff development days)
Hours of Work:	8.30am - 3.30pm Monday to Friday with half an hour unpaid lunch break
Grade:	KR3/4 (depending on experience) plus SENA
Responsible to:	Centre Manager/Principal
Purpose:	<p>To provide general technician support to the staff and students, including preparation and maintenance of resources and equipment under the instruction of the teaching staff.</p> <p>To work supporting teaching, learning and behaviour, providing general and specific specialist support to students under the direction, guidance and direct supervision of classroom teachers and Centre Manager as required.</p>

Essential Requirements:

To read students' EHCPs, Provision Plans etc to gain an understanding of students and their needs.

Key Duties and Responsibilities - TA:

1. Support students in social and emotional well-being, reporting problems to the teacher as appropriate. Implementing agreed behaviour management programmes for students with severe emotional problems to ensure students' wellbeing, health, safety and learning needs are met.
2. Support learning activities for specific individuals and groups of students under the professional direction and supervision of a teacher, differentiating and adapting learning programmes to suit the needs of allocated students
3. Record and report on development, progress and attainment as agreed with the teacher.
4. Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
5. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
6. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
7. Establish and maintain relationships with families, carers and other professionals as appropriate.
8. Escort and supervise students on educational and out of school activities.
9. Supervise individuals and groups of students throughout the day, including supervision in the classroom, playground and dining areas.
10. Work with students not working to the normal timetable.
11. Assist the LCU Manager in supporting a Unit.
12. Attend relevant staff meetings as required.
13. Comply with policies, procedures and undertake relevant training relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.



Key Duties and Responsibilities - Science Technician

1. Prepare all practical experiments for class teacher.
2. Prepare all Chemical solutions/compounds as per CLEAPSS
3. Carry out maintenance, including repair where necessary, of all science equipment
4. Order/reorder of all science department equipment/chemicals
5. Clean and tidy the Laboratory before and after practical experiments
6. Adhere to Health and Safety guidelines for the safe storage/disposal of all chemicals on site.
7. Adhere to Health and Safety guidelines by reporting any Health and Safety concerns to site manager.
8. Keep and maintain an up-to-date stock list of all chemicals kept on site

Health & Safety

- To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
- To supervise the use and care of the learning environment.

Performance Development:

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity (linked to the relevant standards). To review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

Safeguarding

- Goldwyn is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.