

TONBRIDGE GRAMMAR SCHOOL

Job Title:	Science Technician (with responsibility for Physics)
Job Holder:	TBC
Pay and Conditions:	TGS Support Staff 3 point 12 – 14 £22,400 to £23,424 fte (actual £15,534 to £16,244) 39 weeks (Term time including Academy Days) 30 hours per week
Line Managed By:	Senior Science Technician
Job Purpose To support the delivery of the Science / Physics curriculum at Tonbridge Grammar School To ensure that resources are prepared using the principles of best value To ensure that equipment is maintained to an effective standard To ensure that the working and learning environment is kept safe and well-organised; To ensure that science resources adhere to Health and Safety requirements.	
Key Tasks: Supporting Teaching and Learning <ul style="list-style-type: none">• To provide apparatus, experimental material and other resources as required within the schemes of work and as requested by the science teachers.• To undertake preparation of experiments and materials to support the curriculum and to provide specific support for students undertaking experimental coursework in science.• To liaise with other technicians, providing support in biology and chemistry as required.• To set a good example to students through the observance of laboratory health and safety procedures. <u>Co-ordination of safety aspects of the Physics area</u> <ul style="list-style-type: none">• To maintain science laboratories and associated equipment in a clean, tidy and safe state, liaising with other technicians and cleaners/caretaker as necessary.• To ensure that current Health & Safety and COSHH regulations are adhered to within the department.• To advise science staff in safety issues relating to experimental work.• To maintain all necessary safety signs.• To undertake routine checks of equipment and installations and communicate health and safety issues to the appropriate Subject Leader as required.	

- To keep up-to-date with new techniques and ICT and advise science staff as appropriate.

Managing Resources

- To order equipment, supplies and stationery for the physics department and maintain records of stock and expenditure.
- To maintain an inventory system for items within the department.

Wider Responsibilities

- To prepare display materials and equipment for school events; remove and display items of work around the school, as and when requested.
- To undertake other tasks as requested.

As with all employees of Tonbridge Grammar School, the Physics Technician will be expected to:

- Play a full part in the life of the school community, to support the school ethos.
- Be familiar with the school calendar and the daily events in school.
- Comply with the staff dress code.
- Actively promote school policies.
- Commit to continuing professional development.
- Actively engage in the staff review and development process.
- Gain understanding of the IB Curriculum and the Middle Years Programme.

Knowledge and Skills:

Technical Skills Requirements:

(D=desirable, E=essential)

Knowledge of the Programme of Study for Science in schools(D)

Knowledge of safety aspects and practical Science (E)

Working knowledge of common ICT applications (D)

Personal Skills and Qualities:

Self-awareness

Emotional self-awareness

Accurate self-assessment

Self-management

Adaptability and initiative

Ability to work to deadlines and anticipate and pre-plan workloads

Achievement orientation

Proactive

Able to maintain high standards of work and conduct at all times

Discretion and integrity

Social Awareness

Empathy

Organisational awareness

Forward thinking

Service awareness

Relationship management

Ability to work as part of a team and collaborate with others;

Proven ability to relate well to young people

Additional Notes

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Please sign and return one copy to the HR Officer.

Signed by Head Teacher.....

Signed by Post Holder.....