

St Augustine Academy

Job Description



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| Job Title: | Science Technician | Reporting to | Head of Science |
| | | Grade and Range: | WAT Grade D, pt 6-9 |

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| Purpose and Context: | To provide technical support to the Science department, including classroom support for Teachers and Students to ensure the quality of teaching and learning is good or better. |
| Duties and Responsibilities | <p>To assist with all reasonable requests by the Head of Science and department staff</p> <p>To assist with effective practical class experiments and to provide practical assistance to staff and students during lessons, as required</p> <p>To support and guide students, under the direction of the teacher, in their learning within this curriculum area</p> <p>To ensure efficient preparation and delivery of apparatus and materials to support teaching staff, as requested in accordance with departmental procedures. To supply written checklists and safety notices with equipment, and to check-in returned equipment, maintaining records of damage/repair</p> <p>To ensure the equipment and working environment is appropriately maintained and clean, with equipment stored appropriately after usage, to enable effective teaching and learning to take place</p> <p>To regularly check/test equipment, and keep maintenance logs as required by the business manager</p> <p>To work in conjunction with the staff with the maintenance of the general fabric of furnishings and fittings of laboratories, by inspection and report</p> <p>To maintain a working knowledge of current safety requirements, and to implement changes in practice to meet safety requirements, as necessary</p> <p>To ensure regular testing of radioactive sources, in compliance with regulations, and appropriate logging of usage</p> <p>To ensure safe/secure storage and disposal of materials, with particular reference to chemicals</p> <p>To ensure safety, and safe usage, of elements such as fume cupboards</p> <p>To advise teaching staff and others of any potential health and safety hazards</p> <p>To undertake risk assessments of activities within the department under the direction of line manager and recording results and evidence on the CLEAPPS health and safety system</p> <p>To support staff with the scanning, printing and preparing of learning resources</p> <p>To ensure compliance with health & safety regulations within the Science department.</p> <p>To ensure effective administration on all technical areas in Science.</p> <p>To assist with stock control within the Science department.</p> |
| Culture and Ethos | <p>To promote the Woodard Christian Ethos that embraces all faiths and none.</p> <p>To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.</p> |

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| General | To carry out any other duties as may reasonably be required by the Principal. |
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All staff are expected to;

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on keeping children safe in education
- Follow Trust policy and procedures
- Participate in training and other learning activities as required.
- To develop excellent working relationships with colleagues internally, centrally and externally.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: Date:

Signed: (Principal)

Person Specification

Science Technician

E = Essential criteria, D = Desirable criteria

Qualifications

- D Professional qualifications linked to relevant job roles

Experience and Knowledge

- D Knowledge of recent Ofsted and DfE guidance
- D Knowledge of professional expectations
- D An understanding of the principles of Keeping Children Safe in Education 2022 and a commitment to ensuring the health, safety and wellbeing of all children.

Skills and Abilities

- E Ability to be able to maintain control stock levels effectively
- E Ability to work on own initiative and organise work with minimal supervision and meet deadlines
- E Ability to communicate at an appropriate level both written and orally
- E Ability to be able to split job role effectively

Motivation

- E Appropriately motivated to work with children & young people.
- E Ability to form & monitor appropriate relationship & personal boundaries with children & young people.
- E Motivated to perform the job well and to continuously develop
- E Commitment to trust / academy ethos and values

Personal Qualities

- E Integrity and drive
- E Child centred humane attitude to use of authority & maintaining discipline.
- E Ability to establish good working relationships with all relevant stakeholders
- E Strong team ethic and supportive of others
- D An understanding of child protection and safeguarding in educational establishments

Special Conditions

- E - May be required to work outside of normal school hours on occasion, with due notice.
- E - All post holders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.