**JOB DESCRIPTION**

**NAME:**

**JOB TITLE: Science Technician**

**HOURS:** 30.83 hours per week, 39 weeks per year

**SALARY SCALE:** Kent Range 3 - 4 + SEN Allowance

**LOCATION:** Bower Grove School, Fant Lane, Maidstone

**Line management:** Class teacher for day to day supervision and instruction

**DUTIES AND RESPONSIBILITIES**

* To work under the direction and guidance of the subject leader for Science to assist in the educational and social development of the pupils.
* To support pupils with emotional or behavioural difficulties and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.
* To work as part of a team alongside teachers and other Learning Support Assistants within the Science Department.
* To carry out school policy as documented and/or as directed by the Headteacher.
* To provide support for individual children within a group or class situation; to be prepared to work 1:1 or with small groups of children both in and out of class.
* To work in a responsible and safe manner, paying attention to all health and safety procedures operating within the school and Science room.
* To maintain and care for resources used in the Science room. To help in the preparation and tidying of the Science room throughout the day.
* To implement the school’s Behaviour Policy and ensure a consistent approach to the behaviour management of pupils.
* To undertake Team Teach training to support behaviour management throughout the school.
* To assist and support pupils during morning break and lunch break, encouraging appropriate standards of behaviour and manners.
* To participate in the school Appraisal Scheme and to undertake further training.
* To implement safeguarding policies and procedures at all times.
* To respect the confidential nature of all information acquired in the execution of the job.

**Specific Duties for Science Technician**

* To lead small groups in conducting practical experiments.
* Provide apparatus and materials in a clean safe and working condition for the teacher.
* To set up experiments as requested by teachers, to enable practical lessons to take place.
* To clear away and clean all apparatus after use, returning materials and chemicals to safe storage.
* To regularly check apparatus and equipment for safe condition and repair or arrange for repair as appropriate.
* To advise and liase on ordering for apparatus and materials.
* To assist with differentiation of materials and apparatus.
* To maintain storage area in a safe and effective manner.
* To assist with the upkeep and maintenance of the pond and the wildlife area.
* To attend relevant training courses as directed by the Science Subject Leader.
* To maintain the welfare of small animals in the Science room.

*The above duties are above and beyond the basic requirement of a Teaching Assistant at the school.*

This job description describes in general terms the normal duties which the postholder will be expected to undertake. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.

**Signed ……………………………………………. Date ………………………………………**

(Postholder)

**Signed …………………………………………….**

 (Headteacher)