



## Barton Court Grammar School

### Job Description

#### SCIENCE LABORATORY TECHNICIAN

<b>Grade:</b>	KR5
<b>Employed for:</b>	37 hours term time only + 1 SDD
<b>Hours:</b>	08:00 – 16.00 Mon – Thurs, 8.00 – 3.30 – Friday, including a 30 min. unpaid lunch break
<b>Professional Relationships:</b>	
<b>Responsible To:</b>	Lead Teachers of Biology, Chemistry & Physics and Assistant Headteacher
<b>Responsible For:</b>	Biology and Chemistry up to A level; supporting Physics and general science as required.  Supporting one Science Laboratory Technician to ensure that a smooth and efficient service is provided across the Science Department.
<b>Purpose:</b>	To support the work of the science department in order that science teaching and learning is enhanced.

#### **Safeguarding**

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community.

It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

#### Policy and Procedure

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your teaching classes/form classes and within your designated curriculum area and promote your teaching as a vehicle to safeguard students.

#### Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding

- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

<b>ACCOUNTABILITY</b>	<b>EXAMPLES OF INDICATIVE TASKS</b>
<p><u>Providing Resources for lessons</u> To provide equipment and materials as required by staff in order to assist them in the delivery of their lessons</p>	<p>Prompt arrival of apparatus (including videos and DVDs) as requested by staff using the agreed request system.</p>
<p><u>Removal of used Apparatus</u> To clear away and clean up all apparatus after use so that teaching spaces and prep rooms are clean, tidy and safe</p>	<p>Prompt removal of used equipment in a safe, unobtrusive manner as workload permits. Organise the distribution of resources to prep rooms and laboratories.</p>
<p><u>Technical Aid</u> To aid in delivery with technical assistance of equipment or of relevant experiences so that students' learning is enhanced.</p>	<p>Demonstrations of practical equipment to staff or to students. Help with field work.</p>
<p><u>Health and Safety</u> Ensure that Health and Safety issues relating to science are followed so that they can ensure students work in as safe an environment as possible.</p>	<p>Develop relevant Health and Safety procedures. Follow advice from CLEAPPS and LA for legal requirements. Ensure staff are made aware of potentially hazardous materials or apparatus. Maintain records and risk assessments as appropriate.</p>
<p><u>Preparatory Room and Labs (L1 – L7 and Bio 1- 3)</u> Maintain both prep. rooms and the labs (L1 – L7) and labs (Bio 1 – 3) in an organised and orderly manner so that apparatus and equipment can be sourced easily and safely</p>	<p>Careful storage of equipment and materials and safe disposal of dangerous chemicals.  Maintain a 2 tidy prep rooms  Maintain tidy labs (L1 – L7) and (Bio 1 – 3)</p>

	Lead and manage the one technician to ensure that the prep rooms and 10 labs are kept very tidy and an efficient service provided.
<p><u>Maintaining Equipment and Stock Control</u></p> <p>To maintain good stock control so that materials and equipment are available for use and in good condition.</p> <p>Auditing and monitoring equipment in the prep room.</p> <p>Auditing and monitoring equipment in each laboratory making sure class sets of equipment are available and in good working order.</p> <p>Inform the Lead Teachers of Chemistry, Biology and Physics of breakages, low supplies and ideas for new resources to set up orders for materials and equipment</p>	<p>Computerisation of stock records. Replacing equipment, repair and service as required to provide a prompt and efficient service.</p> <p>Audit of equipment and resources in the prep room at least three times per year.</p> <p>Auditing classroom provision at least three times per year.</p> <p>Lead and manage the one technician to ensure that areas are audited and equipment monitored appropriately.</p> <p>Check glassware and apparatus for safe condition. Advise when resources are running low (e.g. stationery)</p>
<p><u>Ordering of resources</u></p> <p>Order materials/equipment when required to maintain appropriate levels of stock that are available for use and in good condition.</p> <p>Assist Lead Teachers of Chemistry, Biology, Physics and KS3 Coordinator with monitoring of budgets.</p> <p>To purchase and prepare both exercise and text books for class use and to monitor their return.</p>	<p>Responsible for ordering materials and equipment.</p> <p>Computerisation of monitoring of budgets. Monitoring (in Excel) the budgets for Chemistry, Biology, Physics, KS3 Science and General Science.</p>
<p><u>Support</u></p> <p>Provide any other technical or administrative support that the Lead Teacher Biology, Chemistry or Physics may reasonably request in order that teaching and learning can be enhanced</p> <p>Support the one Science technician as appropriate to ensure that they are able to carry out their roles in an effective and efficient manner</p>	<p>Assist in the proper upkeep of plants, animals and specimens for use in teaching. This would include servicing the poly tunnel (when required).</p> <p>Purchase of small incremental items, such as foodstuffs for testing.</p> <p>Sharing good practice across the team. Maintain an efficient working environment and devising/ implementing procedures as appropriate.</p>

**Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and 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.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Head of School or Executive Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Head of School the other.

Signed: ..... Date: .....