

## DOVER GRAMMAR SCHOOL FOR BOYS

### Science Technician – Job Description

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. 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.

<b>Post</b>	<b>Science Technician</b>
<b>Contract Type</b>	<b>Permanent Term Time (39 weeks per year (TTO plus 5 INSET days).</b> The salary is £15,716 pro-rata (£18,517 FTE)
<b>Line Management</b>	<b>Subject Leader for Science</b>
<b>Specific Duties and Responsibilities</b>	<p><b>Strategic Direction and Development of the School</b></p> <ul style="list-style-type: none"> <li>• Lead by example, providing motivation and inspiration to the school</li> <li>• Build on the ethos which secures effective teaching, successful learning and achievement by the pupils</li> <li>• Contribute to the development of a team culture in which all those involved in the school are committed to the aims and involved in meeting the agreed objectives and targets</li> <li>• Contribute to the development and review of school policy and procedures involving the Science department</li> </ul> <p><b>Learning and Teaching</b></p> <ul style="list-style-type: none"> <li>• Prepare and clear practical lessons</li> <li>• Support students whilst during Science lessons, particularly in practicals</li> <li>• Ensure work is explained to cover staff</li> <li>• Maintain a flexible approach to your responsibilities, undertaking additional responsibilities at the request of the subject leader for Science, or within the Learning Support Department, or at your own initiative, when the need arises</li> </ul> <p><b>Leading and Managing Staff</b></p> <ul style="list-style-type: none"> <li>• As requested by the subject leader for Science, meet with members of the department to identify priorities, and set time-scales for the completion of tasks</li> <li>• Take account of and implement all Health and Safety requirements relevant to your areas of responsibility</li> <li>• Keep up to date with IT in order to maintain the inventory and help to develop online resources</li> </ul> <p><b>Efficient and Effective Deployment of Resources</b></p> <ul style="list-style-type: none"> <li>• Work with the subject leader for Science to manage, monitor and review all available resources to ensure the enhancement of the quality of learning and improved achievement</li> <li>• Construct new apparatus and repair old apparatus where possible</li> <li>• Make up chemical solutions as required</li> <li>• Clean sinks and wash up apparatus</li> <li>• Source, order and collect supplies for the department</li> </ul> <p><b>Accountability</b></p>

	<ul style="list-style-type: none"><li>• You are directly accountable to the Subject Leader for Science</li><li>• Contribute to the development of an organisation in which all staff recognise that they are accountable for the success of the school</li><li>• Contribute to the ethos of the school in which students, staff, governors, parents and visitors to the school are given a warm welcome, treated with respect and their concerns are dealt with efficiently and effectively</li><li>• Keep abreast of new educational initiatives and developments in your areas of responsibility, and bring new ideas forward for discussion with the subject leader for Science as appropriate</li><li>• At the direction of the Headteacher, undertake other duties and responsibilities which may from time to time be necessary for the effective management of the school</li></ul>
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