

Job Description for Support Staff

Job Title:	Senior Science Technician		
Salary:	Grade:	SAA Pay Band 5, pt 14 - 17	
Place of work:	St Augustine Academy		
Reports to:	Job Title:	Head of Science	
Line management responsibility:	Number of staff managed:		1
	Job titles:	Science technician	

Role context and purpose:

(briefly describe the role and context for this job)

- To lead in providing 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.
- To ensure compliance with health & safety regulations within the Science department.
- To ensure effective administration on all technical areas in Science.
- To be responsible for stock control within the Science department.
- To ensure all equipment is in the best serviceable order.

Accountabilities

- To ensure efficient use of resources and assist with management of departmental budgets.
- To ensure all health and safety requirements are fulfilled.
- To ensure all lessons are appropriately resourced and prepared.

Main duties:

- To assist with all reasonable requests by the Head of Science and department staff
- To assist with effective practical class experiments and to provide practical assistance to staff and students during lessons, as required
- To support and guide students, under the direction of the teacher, in their learning within this curriculum area
- 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
- 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
- To regularly check/test equipment, and keep maintenance logs as required by the business manager
- To ensure the maintenance of the general fabric of furnishings and fittings of laboratories, by inspection and report
- To maintain a working knowledge of current safety requirements, and to implement changes in practice to meet safety requirements, as necessary
- To ensure regular testing of radioactive sources, in compliance with regulations, and appropriate logging of usage
- To ensure safe/secure storage and disposal of materials, with particular reference to chemicals
- To ensure safety, and safe usage, of elements such as fume cupboards
- To advise teaching staff and others of any potential health and safety hazards
- To maintain full records relating to deterioration/damage to any equipment, chemicals or resources, and to report these promptly to the Director of Science
- To maintain a register of all incidents involving safety or damage, and an asset register of all equipment
- To undertake risk assessments of activities within the department under the direction of line manager and recording results and evidence on the HANDSAM health and safety system
- To advise on stock requirements, order goods as advised by the Head of Science, and to manage stock control for the department
- To support staff with the scanning, printing and preparing of learning resources

- To undertake appropriate professional development opportunities as may be available
- To be alert to the Health and Safety of the working environment and to advise the head of department of any health and safety concerns
- To participate in the school's annual system of performance management
- To line manage other technical staff working within the science department
- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by jobholders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/principal (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge, and experience in the role.

Additional expectations – all staff are expected to:

- Contribute to the whole professional life of the academy with teaching and learning as its core purpose and contribute to the commitment for each pupil to gain meaningful and enriching experiences;
- 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 objectives where appropriate;
- Follow Trust policy and procedures in relation to keeping children safe in education;
- Observe health and safety requirements and play their part in ensuring a safe working environment.

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)