**Tong Leadership Academy**

*Nurturing Today’s Young People, Inspiring Tomorrow’s Leaders*

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Science Technician  |
| **Base:** | **Tong Leadership Academy**  |
| **Reports to:** | Lead Science Technician  | **Grade:** | S4, scale points 18 - 21  |
| **Staff Responsibility for:** | N/A | **Salary:** | £15,522 - £17,298 per annum, a pro rata of £18,070 - £20,138  |
| **Term:** | **37hpw, TTO plus one week Permanent**  |
| **Additional:** | As assigned.  |

**JOB PURPOSE**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

**JOB SUMMARY**

# To provide specialist technical support services to the school, including the preparation of materials for science lessons, setting up equipment for class practical sessions, and maintenance of resources and support to staff and pupils.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

# Support for Pupils

## Use specialist skills/training/experience to support pupils

## To assist pupils in the setting up and use of equipment.

## To demonstrate skills and techniques as required

## To assist students with the reading of instructions during practical lessons when required

## Provide feedback to pupils in relation to progress and achievement

# Support for the Teacher

## To use or prepare equipment/machinery/materials for students use in practical work and examinations as required by teaching staff

## To assist teaching staff with student practical work, including A Level Chemistry

## Create and maintain a purposeful, orderly and productive working environment

## Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials

## Be responsible for maintaining records, information and data, producing analysis and reports as required

## Promote and ensure the health and safety and good behaviour of pupils at all times

## Assist in the development of guidance on the use of resources and equipment

## Contribute to planning, development and organisation of systems/procedures/policies

## To ensure that work areas are maintained in a clean and safe condition appropriate to health and safety standards

# Support for the Curriculum

## Monitor and manage stock and equipment within an agreed budget, cataloguing resources and undertaking audits as required

## Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others

## Demonstrate and assist in the safe and effective use of specialist equipment/materials

## Implement agreed work programmes/practical lessons under the guidance of the teacher

## Provide specialist advice and guidance as required

## Assist in the undertake COSHH assessments and risk assessments in the use of organic and inorganic chemicals prior to the start of practical lessons

# Support for the School

## Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person

## To provide advice and guidance on health and safety issues for staff, trainee staff and students

## Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

## Contribute to the overall ethos/work/aims of the school

## Attend and participate in regular meetings

## Participate in training and other learning activities and performance development as required

## Recognise own strengths and areas of expertise and use these to advise and support others

## To actively promote the ethos of the school within day to day activities, including taking part in lunch and break duties

## To maintain professional awareness of current issues pertaining to the post and take an active part in specialist support/ information groups

## To support, uphold and contribute to the development of the Trust’s policies and practices in respect of both employment issues and the delivery of services to the community

# Responsibilities for assets and materials

## To maintain the confidential nature of information relating to the school its pupils, parents and carers

## To be responsible for the care of all equipment and materials, within the Science Department in conjunction with other members of staff

## Responsible for the safety and day to day maintenance of machinery/equipment/materials within work areas

## Access to internal and external exam papers

## The provision, use and storage of equipment and materials prepared by the postholder and used by the students with whom the postholder is working

## To liaise with teaching staff on the availability of materials /equipment for practical examination purposes

## To care for plants and animals as appropriate

## Collect and be responsible for the disposal of organic and toxic wastes generated during practical lessons

# Other responsibilities

## To take delegated responsibility for the supervision of students on work experience, trainees, and voluntary helpers with whom the postholder is working

## Promote the Trust’s vision of ‘nurturing today’s young people, inspiring tomorrow’s leaders’

## Champion the Trust’s values of ‘Service’, ‘Teamwork’, ‘Ambition’ and ‘Respect’

## Contribute to the wider life of the Trust and the Tauheedul community

## Carry out any such duties as may be reasonably required by the Trust

# Records management

## All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust’s policies and procedures on records management.

This appointment is with the Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the ‘Tauheedul Contract’.

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** |
| --- | --- | --- | --- |
| **No** | **CATEGORIES** | **Essential/ Desirable** | **App****Form** | **Interview/Task** |
| **QUALIFICATIONS** |
|  | NVQ 3 in relevant discipline or equivalent qualification or experience such as relevant Science “A” level | **E** | 🗸 |  |
|  | GCSE English, Maths and Science or equivalent eg. Adult Literacy/Numeracy at level 2  | **E** | 🗸 |  |
|  | Commitment to own personal and professional development | **E** | 🗸 |  |
|  | Qualifications and / or training relating to post e.g. health and safety, first aid | **D** | 🗸 |  |
| **EXPERIENCE** |
|  | Experience of working in the relevant discipline | **E** | 🗸 | 🗸 |
|  | Experience of working as part of a team | **E** | 🗸 | 🗸 |
|  | Specific technical / resource experience eg. science | **E** | 🗸 | 🗸 |
|  | Experience of operation of ICT packages | **E** | 🗸 | 🗸 |
|  | Clerical / administrative experience | **E** | 🗸 | 🗸 |
|  | Experience of working with pupils of relevant age, assisting in their development | **D** | 🗸 | 🗸 |
|  | Experience of working with pupils with additional educational needs, more able, special educational needs | **D** | 🗸 | 🗸 |
| **ABILITIES, SKILLS AND KNOWLEDGE** |
|  | An understanding of the needs of a multicultural society | **E** | 🗸 | 🗸 |
|  | Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation | **E** | 🗸 | 🗸 |
|  | Knowledge of Health and Safety requirements | **E** | 🗸 | 🗸 |
|  | Knowledge of particular subject / technical area.  | **E** | 🗸 | 🗸 |
|  | Ability to relate well to pupils and adults | **E** | 🗸 | 🗸 |
|  | Ability to work constructively as part of a team | **E** | 🗸 | 🗸 |
|  | Ability to remain calm under pressure | **E** | 🗸 | 🗸 |
|  | Demonstrate good co-operative, interpersonal and listening skills | **E** | 🗸 | 🗸 |
|  | Demonstrate a commitment to working with children of the relevant age | **E** | 🗸 | 🗸 |
|  | Ability to understand classroom roles and responsibilities and your own position within these | **E** | 🗸 | 🗸 |
|  | Flexibility and willingness to accept change | **E** | 🗸 | 🗸 |
|  | Willingness to share knowledge, expertise and experience | **E** | 🗸 | 🗸 |
|  | Ability to prioritise conflicting demands and pressures | **E** | 🗸 | 🗸 |
|  | Ability to self-evaluate learning needs and actively seek learning opportunities | **E** | 🗸 | 🗸 |
|  | Ability to work proactively and independently | **E** | 🗸 | 🗸 |
|  | Approachable, courteous and able to present a positive image of the school to callers and visitors | **E** | 🗸 | 🗸 |
|  | Maintain confidentiality in matters relating to the school, its pupils, parents and carers | **E** | 🗸 | 🗸 |
|  | Very good numeracy/literacy skills | **E** | 🗸 | 🗸 |
|  | Ability to use other relevant equipment / technology | **E** | 🗸 | 🗸 |
|  | Ability to use ICT effectively in relation to the post | **E** | 🗸 | 🗸 |
|  | Good organisational skills | **E** | 🗸 | 🗸 |
|  | Ability to use relevant equipment / resources | **E** | 🗸 | 🗸 |
|  | Good organisational skills | **E** | 🗸 | 🗸 |
|  | Knowledge of school procedures | **D** | 🗸 | 🗸 |
|  | An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs | **D** | 🗸 | 🗸 |
|  | Understanding of principles of child development and learning processes as appropriate | **D** | 🗸 | 🗸 |
|  | Knowledge of Behaviour Management | **D** | 🗸 | 🗸 |
| **PERSONAL QUALITIES** |
|  | Will not require holiday leave during term time | **E** | 🗸 | 🗸 |
|  | Must be legally entitled to work in the UK (Immigration, Asylum and Nationality Act 2006) | **E** | 🗸 | 🗸 |
|  | No contra-indications in personal background or criminal record indicating unsuitability to work with children/ young people. (Enhanced DBS required) | **E** | 🗸 | 🗸 |
|  | Ability to deal with a large multi-level building (with lifts) | **E** | 🗸 | 🗸 |
|  | Must be able to perform all duties and tasks with reasonable adjustment where appropriate in accordance with the Equality Act 2010 | **E** | 🗸 | 🗸 |
|  | Ability to cope with the requirements of the post which may include working with pupils who have emotional, behavioural or physical difficulties | **E** | 🗸 | 🗸 |
|  | A passionate belief in the Trust’s vision of ‘nurturing today’s young people, inspiring tomorrow’s leaders’ | **E** | 🗸 | 🗸 |
|  | A strong commitment to the Trust value of ‘Service’ | **E** | 🗸 | 🗸 |
|  | A strong commitment to the Trust value of ‘Teamwork’ | **E** | 🗸 | 🗸 |
|  | A strong commitment to the Trust value of ‘Ambition’ | **E** | 🗸 | 🗸 |
|  | A strong commitment to the Trust value of ‘Respect’ | **E** | 🗸 | 🗸 |
|  | Commitment to support Tauheedul Education Trust’s agenda for safeguarding and equality and diversity | **E** | 🗸 | 🗸 |
|  | Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment | **E** | 🗸 | 🗸 |