



"Our priority is to ensure that students, staff and parents are proud to belong to The Quest."

Mr Andy Crofts
Principal, The Quest Academy

JOB DESCRIPTION

Job Title: Science Technician
Responsibility Level: £17,323-£19,530. Full time all year round
Accountable To: Principal & Governing Body
Responsible To: Team Leader for Science

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

RESPONSIBILITIES

Overall Responsibility

- To co-ordinate the preparation of resources for Teachers within the Science Department.
- To work with a class, providing appropriate one-to-one support for an individual student (including AEN students), or support for a small group of students of any ability and in any curriculum area.
- To complement the work of specific Teachers by planning and preparing agreed learning activities under an agreed system of supervision.
- To work collaboratively and successfully with other Science Technicians, as appropriate.

DUTIES

Stock Control and Maintenance

1. Maintain apparatus and equipment, including construction and/or modification, and operate and maintain stock control of all goods to include perishables, chemicals, live animals and plants.
2. Store all stock safely and compliant with Health and Safety Regulations.
3. Keep accurate legal records as regards alcohols, poisons, etc.
4. Provide equipment and materials in full working order to support science teaching, removing them safely afterwards.
5. Take responsibility for stock maintenance, control and safekeeping.
6. Test new experiments.
7. Clean and sterilise apparatus as appropriate.
8. Order stock, and check the deliveries.
9. Look after animals, plants and any ongoing experiments during term and holiday periods.
10. Purchase inexpensive items from the petty cash fund when required for lessons.

Support and Deliver Learning = Supporting Teachers

1. Work under guidance, to support and complement the work of Teachers by:
 - working with Teachers to support their lesson plans with equipment and resources.
 - working with Teachers to prepare resources for the lessons.
 - planning collaboratively with Teachers strategies and targets for improvement.
 - providing learning activities either in one-to-one, small group, or whole class activities – under the guidance of the Teacher(s).
2. In accordance with the Academy's policies and procedures, report to the appropriate Teacher any incidents of disruptive or unacceptable behaviour of students that may not be known to the Teaching staff.

Support and Deliver Learning – Supporting Students

1. Aim and work to develop a culture of inclusion of all students within a lesson. For example, by encouraging students to work collaboratively, by ensuring equitable access to resources or by further developing the use of ICT in lessons.
2. Encourage students to work independently when appropriate to develop greater self-confidence and independence.
3. Respond to individual student needs. This may be done by preparing and using specialist materials to support individual students - including named AEN students.
4. Develop and implement IEPs with Teacher support.

Behaviour, Guidance and Support for Students

1. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.
2. Support the member of staff in providing a safe learning environment.
3. Assist in the personal and social care of the students.
4. Contribute to the Academy's Enrichment programme as indicated within the Academy Improvement Plan, e.g. by assisting on Academy outings and various activities.

Health, Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
3. Managed and organise the Health and Safety within the science preparation/store room in full compliance with Health and Safety Regulations.
4. As PAT tester, carry out electrical safety tests as appropriate on portable electric equipment.

Continuing Professional Development – Personal

1. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
2. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
4. Consider the expectations and needs of other members of staff, and in particular ensure that newly appointed support staff are appropriately monitored, supported and assessed (induction).
5. Induct and supervise new support staff within Science, as appropriate.

Other Requirements

1. To promote and safeguard the welfare of children at the Academy.
2. To maintain confidentiality at all times.
3. To be aware of and adhere to all Academy policies and procedures.
4. To carry out any other duties as may be reasonably required by the Principal.
5. To work in support of the Academy Improvement Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.

