



Magna Academy Poole

an Aspirations Academy

Science Technician

Job Description

The Science Technician and 1:1/Small Group Science Tutor 1-1 is directly accountable to the Senior Science Technician, to contribute to the educational success of the Science Department within the overall framework of the Aspirations Academies strategic plan as well as the individual Magna Academy Poole strategic plan.

The Science Technician and 1:1/Small Group Science Tutor is responsible for contributing to the effective day to day operation of the Science Department, whilst fully supporting the Senior Science Technician and Academic Director of Science to ensure an effective educational provision.

Purpose

- Provide operational and logistical support to the Science department.
- Have a positive, professional 'can do' attitude, who believes fully in the academy vision that all students can succeed no matter what their starting point is.
- Support the Senior Science Technician and Academic Director of Science with logistics and operations.
- Have a good understanding of the Science GCSE/A Level specifications that our students are studying.
- Provide some tutoring/intervention for targeted GCSE and/or A Level Science students.

Main duties

- The preparation of materials and equipment for Science lessons.
- Maintaining Science laboratories and preparation rooms and their equipment.
- General duties in support of the teachers in the Science department as set out below.

A) Preparation of Science materials and equipment, for example:

- Carrying out risk assessments for technical activities.
- Disposing of waste materials.
- Collecting apparatus and chemicals from storage.
- Checking individual components in and out for class use.
- Arranging for apparatus including worksheets, books and audio-visual aids to be available in lessons.
- Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff.
- Preparation of chemicals and solutions.
- Liaising with staff over use of equipment and stock.
- Advising staff of any problems, including safety aspects.
- Assisting with the collecting and cataloguing of sundry worksheets, books, audio-visual aids and materials.
- Returning apparatus and chemicals to storage as soon as is practicable.
- Repairing damages or arranging for this to be done.
- Constructing apparatus and equipment.
- Purchasing sundries from local supermarkets or other sources.

B) Routine maintenance of Science laboratories and preparation rooms, their equipment and services:

- Maintaining the cleanliness and tidiness of laboratories in conjunction with the teacher in charge of the room and Facilities Manager.
- Cleaning the sinks, bench tops and cleaning up any chemical spillages from the floor.
- Storing materials tidily.
- Keeping equipment clean.
- Looking after animals, insects and plants kept within the department.
- Cleaning of goggles.
- Cleaning of safety screens, fume cupboards and other items.
- Carrying out safety checks on equipment.

C) Maintaining the stocks of Science chemicals and equipment, for example:

- Taking stock of chemicals, consumables, stationery, books and breakable items.
- Advising the Senior Science Technician of stock replacement needs.

1:1/Small Group GCSE/A Level Science Tutoring Responsibilities:

- To plan, prepare and deliver 1-1 and small group tutor sessions (support and training will be provided).
- To contribute to raising standards of student attainment. To accelerate progress to bridge the gap with their peers or to reach target grades set by the Academy.
- To provide flexible and highly personalised support that meets the needs of individual students or small groups of students.
- To report on individual students' progress, achievement and attendance as required.
- To use appropriate available data to measure their own impact upon student progress towards targets.
- To attend all appropriate meetings



Staff Development Responsibilities

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.

High Standards Maintenance

- To help to implement Academy quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.

Management Information Responsibilities

As directed by the Academic Director of Science, for the 1:1/small group tutoring role:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.



Managing Effective Communications

- Where appropriate, under guidance from the Academic Director of Science, to communicate and co-operate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.

Resource Management

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Academic Director of Science to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the students.

Student Support Duties

- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the Behaviour Management systems so that effective learning can take place.

Other Duties

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.



General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager 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.

Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy 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.

Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.