

Capital City Academy - Job Description: Support Staff – Term Time Only

Title of Post

Science Technician

Salary

Scale 2a

Hours per week

37

Weeks per year

39

Reporting to

Curriculum Leader

Job Purpose

Assist in the promotion of development and learning (physical, emotional and behavioural).
Assist pupils with practical experiments.

Generic Duties

- To be an active member of the Capital Support Staff Team and to support the Principal in embedding a strong Culture for Learning across the Academy.
- To attend relevant meetings and provide administrative support as required.
- To be an effective line manager/ line managee.
- To maintain high expectations and standards at all times contributing to the positive ethos of the Academy.
- To contribute to the promotion of equal opportunities and celebration of diversity in all aspects of the work of the Academy.
- To take personal responsibility for professional development and to participate in the Academy's arrangements for Appraisal using BlueSky. This includes attending 5 training sessions per INSET day which may be completed outside of work hours to allow the INSET days to be taken in lieu.
- To take responsibility for the safeguarding of young people. Capital City Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff must attend at least annual safeguarding training and read Keeping Children Safe in Education at least annually and whenever it is updated. All staff must report any safeguarding concerns to the Designated Safeguarding Team immediately.
- To be willing to obtain a nationally recognised First Aid certificate and / or undertake fire marshall training to assist in the safety and welfare of the students.
- To undertake such further activities as may reasonably be directed by the line-manager or Principal.

Specific Duties

- Under the (overall) control of the team leader/ senior technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum.
- Activities that are likely to be carried out:
 - Preparation of resources, assembling apparatus
 - Giving technical advice to teachers, technicians and pupils
 - To ensure the maintenance of a health and safe working environment through:
 - Keeping up to date with current procedures and practices through continuing professional development
 - The provision of technical advice and support on health and safety issues to teaching staff
 - The safe treatment and disposal of used materials including to actual or potential hazards
 - The health and safe storage and accessibility of equipment and materials
 - Disposal of waste materials
 - Checking fume cupboards, pressure vessels and first- aid kits; carrying out electrical and other safety checks, etc.
 - Organising, storing and checking the condition of chemicals and equipment

- To contribute to the design, development and maintenance of specialist resources and/or long term projects.
- Activities that are likely to be carried out:
 - Constructing and modifying apparatus.
 - Setting up and caring for plant and animal collections
 - Preparing standards solutions, purifying chemicals, treating waste
 - Under the (overall) guidance of the team- leader/ senior technician, to ensure that routine and non- routine checking, cleaning, maintenance, calibrating, testing and repairing of equipment are carried out to the required standard.
 - Activities that are likely to be carried out:
 - Collecting, checking and returning equipment to stores
 - General laboratory cleaning of bench surface and fixed equipment
 - Cleaning and repair of equipment
- **Supporting Teachers**
- Work effectively as part of the teaching support team and with teaching staff, in contributing to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda.
- Support and complement the work of teachers by:
- Preparing practical resources for the lessons such as apparatus, differentiated worksheets or visual aids.
- Responding to individual needs by personalising resources for an individual or a small group.
- Supporting the teacher in behaviour management and reinforcing agreed rules in working with pupils.
- Take appropriate action related to any problems or emergencies that occur during the lesson in accordance with the School's policies and procedures.
- Comply with all school policies – particularly those on child protection, Health and Safety, confidentiality and data protection.
- Set a good example in terms of personal presentation, attendance and punctuality.

Person Specification		
Competency	Essential	Desirable
Qualifications		
Experience	<ul style="list-style-type: none"> • Self-motivated and able to prioritise; resilient under pressure. • Effective team worker; helpful, friendly and able to make good judgements and lead when required. • Approachable, flexible, calm and caring can-do attitude. • Adaptable, organised and able to work with minimum supervision. 	
Knowledge and Understanding	<ul style="list-style-type: none"> • Understands the importance of confidentiality and discretion • Keen to develop own skills 	
Skills	<ul style="list-style-type: none"> • In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school. 	

	<ul style="list-style-type: none">• Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.• Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.	
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