

## **Job Description**

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**Job Title: Science Technician**

**Reports to: Director of Learning For Science**

**Location: Leigh Academy Halley**

### **Main Duties**

Under the direction of the lead technician as required to:

- Prepare equipment and chemicals before lessons
- Maintain a bank of resources and supply these when required
- Liaise with teaching staff to discuss equipment requirements
- Run trials of experiments prior to classes, and then demonstrate techniques for experiments to staff
- Maintain and repair equipment and laboratory apparatus
- Assist with the record keeping of teaching staff
- Ensure that equipment is properly cleaned and that chemicals and other materials are appropriately stored
- Help maintain a list of equipment and resources
- Support the work of teachers in class and laboratory sessions
- Deliver demonstrations to students, in conjunction with teaching staff
- Give technical advice to student
- Work with individual students and support them on research projects
- Ensure that all health and safety procedures are understood and followed correctly
- Carry out any other appropriate task set by the DoL
- Undertake invigilator support for external assessments as required by SLT

### **Professional Development**

- To take responsibility for personal professional development
- To take part, as appropriate, in the Academy's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

### **Professional Values and Practice**

- To support the Academy's responsibility to provide and monitor opportunities for the personal and academic growth of students
- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relations within the Academy
- To be proficient in the application of literacy, numeracy and ICT

- To safeguard the health and safety of all students both on the Academy premises and when engaged in authorised Academy activities elsewhere
- Contribute to the effective running of the Academy

## General

- To adhere to and promote Academy policies on equal opportunities and race equality
- To comply with Academy policies and procedures with regard to conduct and dress
- Job performance will be evaluated through the Academy Performance Management/Staff Appraisal Scheme

## Review of Job Description

- This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Principal. Appropriate training will be offered, as identified and agreed, to assist post holders to carry the role out effectively
- This job description will be reviewed at least once each year in the autumn term
- Person Responsible: Principal

## Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the Academy in meeting its legal requirements for worship
- Promote actively the Academy's corporate policies
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## Safeguarding and Duty of Care

All staff, regardless of role, level of seniority, and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.