



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Science and Technology Technician

Location:

Barnes Wallis Academy

Job Purpose:

Give indirect or direct support to teachers delivering the National Curriculum. The overall aim is to participate in raising and maintaining standards of education for students.

Background:

The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, Lincolnshire and Yorkshire/ Humber region. The network is a mix of primary, secondary and special academies and a mix of those that have chosen to join DRET on conversion and those that are sponsored academies.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Head of Faculty.

Salary:

NJC6

KEY RESPONSIBILITIES

KEY DUTIES AND RESPONSIBILITIES FOR BOTH SUBJECTS

Lesson - Practical Preparation

- ★ Preparation of materials for practical lessons within the department
- ★ Preparation of chemical solutions, biological specimens, Food etc.
- ★ Supervise the set-up, test and preparation of apparatus, equipment, machinery, chemicals and/or materials following statutory health and safety requirements to support specific learning requirements within the delivery of the curriculum
- ★ Assist or participate in the delivery of a wider, more demanding or specialist range of learning activities, as specified and planned by teaching staff, to maintain the required standards of curriculum delivery
- ★ Supervise and guide others (including non-specialist teachers) in the operation of all equipment/machinery in the subject area, ensuring that operation is within statutory health and safety standards to fulfil the required standards of service delivery

Store Rooms, Prep Rooms, Equipment etc.

- ★ Maintenance of good order and safe working conditions in these areas
- ★ Storing and labelling properly any hazardous chemicals, radioactive materials etc.
- ★ Checking equipment before use when possible
- ★ Making minor repairs, where possible, and consulting with Subject Leader
- ★ Maintaining supplies of stock items and re-ordering in consultation with Subject Leader
- ★ Ordering new or replacement equipment as requested by Subject Leader
- ★ Managing and organising the storage and use of all equipment
- ★ Occasional construction of simple equipment, visual aids etc.
- ★ Maintaining an inventory of all equipment and its locations
- ★ Servicing or cleaning laboratory equipment as needed
- ★ Replacing batteries in equipment as needed

Office, Admin etc.

- ★ Answering telephones when available and relaying messages as necessary
- ★ Processing invoices to the Department for the Finance office to pay
- ★ Reporting building maintenance issues to the Site Supervisor
- ★ Assisting in the maintenance of Departmental resource files, DVDs etc.
- ★ Making signs, helping with wall displays, preparing for Open Days etc.
- ★ Assisting Teaching staff
- ★ Occasional help in demonstrating apparatus
- ★ Occasional help on trips or visits, such as Biology field work

Academy level

- ★ Contribute to Academy policy (e.g. the spiritual, moral, social and cultural development of students)
- ★ Liaison with external agencies, governors and parents
- ★ Support school ethos and policies

Performance Management

- ★ Your annual performance review is based on this overall job description and with particular emphasis on your individual annual targets. These are set in discussion with your Line Manager.
- ★ The Academy is committed to equality, safeguarding and promoting the welfare of children and young people.
- ★ All staff and volunteers are expected to share this commitment.

BEHAVIOUR AND SAFETY

- ★ Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and the academy framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- ★ Have high expectations of behaviour, promoting self-control and independence, whilst understanding that teaching students how to behave is part of our role.
- ★ Carry out other duties as directed.
- ★ Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

COMMUNICATION AND RELATIONSHIPS

Excellent communication and working as part of a team skills.

SAFEGUARDING

- ★ To do all that you should to ensure that you safeguard and promote the welfare of students in the Academy.

OTHER

- ★ Operate at all times within the stated policies and practices of the school.
- ★ Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- ★ Contribute to the ethos of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.

- ★ To make an active contribution to the policies, aspirations and plans of your Department and the Academy.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
Qualifications and Professional Development		
★ GCSE in Sciences , Technology, English and Maths (or equivalent)	✓	
★ Good standard of education, Incl literacy and numeracy.	✓	
★ Appropriate technical qualifications		✓
Experience		
Previous employment in a similar role	✓	
★ Previous employment in a School environment		✓
★ The ability to quickly establish positive relationships with pupils and parents.	✓	
Skills and Knowledge		
★ Excellent organisational skills and ability to maintain an organised and professional working environment	✓	
★ Significant experience of direct work with children.	✓	
★ A thorough understanding of the national curriculum and a range of assessment requirements.	✓	
★ Well organised and capable of organising and using subject equipment.	✓	
Personal Qualities		
★ Well-motivated, enthusiastic with a can-do attitude.	✓	
★ Honesty and integrity.	✓	
★ Good organisation and time management skills.	✓	
★ To be a positive role model to our pupils.	✓	

★ Be flexible and resilient in response to a changing educational environment.	✓	
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

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

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

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.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.