 A Catholic Academy for Arts & Science

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

**SCIENCE TECHNICIAN**

**JOB DESCRIPTION**

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| Purpose: | To support the teaching of Science within the school by ensuring that al necessary equipment is available for each lesson. |
| Responsible to: | Senior Science Technician |
| Liaison with: | Head Teacher, Senior Leadership, Head of Science |
| Working time: | Part time – 37 hours per week, Monday – Friday, term time plus one week (normally the last week of the summer break) |
| Local Government Banding: | 2:11 – midpoint |
| Disclosure level: | Enhanced**The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.** |
| Main Duties: |  |
| Child Protection: | * All adults working in this school are required to report instances of actual or suspected child abuse or neglect to the Designated Senior Teacher with responsibility for Child Protection.
* All staff are expected to adhere to a code of conduct in respect of their contact with students and their families.
* Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions, or rewards are allowed outside those detailed in the School’s Behaviour Policy.
* Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation.
* Where incidents occur which might otherwise be misconstrued or where it becomes necessary to physically restrain a student for their own or other’s safety, this will be appropriately recorded and reported to the Head Teacher and parents.
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| Science: | * To assist the Senior Science Technician with the day to day running of the Science preparation room and the provision of technical support to the Science Department.
* To prepare resources required for teaching within the Science Department.
* To carry out all work safely and in accordance with Health and Safety regulations.
* Set up and clear away equipment after use during lessons.
* To monitor the condition of equipment.
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| Additional Duties: | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
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| Other Specific Duties: | * To promote the School’s corporate policies.
* To continue personal development as agreed.
* To actively engage in the Staff Appraisal process.
* To undertake any other duty as specified by the School Pay and Conditions not mentioned in the above.
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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 senior staff 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.

The school 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 date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: ……………………………………………………………………… (Staff Member)

 …………………………………………………………………….. (Line Manager)