

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

<u>School:</u>	Meols Cop High School
<u>Post:</u>	Technician and Curriculum Demonstrator – 36 hrs per week Term Time Only
<u>Grade:</u>	Grade E
<u>Responsible to:</u>	Head of Science/Assistant Headteacher
<u>Responsible for:</u>	Support to Science

JOB PURPOSE

To work under the guidance of senior staff, providing specialist support in specific curriculum/resource area(s), including preparation and maintenance of resources and support to staff and pupils.

MAIN DUTIES

Support for Pupils

Use specialist skills/training/experience to support pupils in designated department/subject area.

Provide feedback to pupils in relation to progress and achievement.

Establish good working relationships with pupils, acting as a role model.

Encourage pupils to act independently as appropriate.

Promote inclusion and acceptance of all pupils.

Promote self-esteem and independence.

To administer basic first aid where appropriately trained.

Too support or offer an extracurricular STEM club

Support for the Teacher

Create and maintain a purposeful, orderly and productive working environment.

Design, prepare and use specialist equipment/resources/materials.

To prepare chemicals and to organise equipment for science experiments for chemistry, physics and biology lessons and assist others in their use.

Assist in the development of lesson/work plans, administration of course work, work sheets, etc.

Contribute to planning, development and organisation of systems / procedures / policies.

Responsible for maintaining records, information and data, producing analysis and reports as required.

Promote and ensure the health and safety and good behaviour of pupils at all times

Support for the Curriculum

Monitor and manage stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required.

Maintenance of specialist equipment, checking for quality and safety in accordance with instructions, undertaking repairs/modifications within own capabilities and arrange for repairs/modifications to be carried out by others including security of equipment.

Designing, constructing and modifying apparatus.

Leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records.

Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.

Prepare requisitions for new stock/supplies under the direction of the appropriate person as required.

Contributing to the Financial Management of the department.

Provide specialist advice and guidance as required.

Demonstrate and assist in the safe and effective use of specialist equipment/materials.

Ensure COSHH procedures are implemented recording details as necessary. Maintain up to date CLEAPS information annually.

Have a wide range of practical knowledge to suggest more efficient practical methods.

Have knowledge and understanding of the KS3 and KS4 science curriculum.

Innovative and efficient practice.

Organise the removal of waste material.

Support for the School

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Contribute to the school ethos, aims and development/improvement plan/extra-curricular activities.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

Implement planned supervision of pupils out of directed lesson time, including before and after school, if appropriate and within working hours.

Recognise own strengths and areas of expertise and use these to advise and support others.

Accompany teaching staff and pupils on visits, trips and out of school activities as required.
PSV licence desirable.

Note This is not a comprehensive list of all tasks which may be required of the policyholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

We are committed to investing in people and are willing to offer training to help staff carry out their job more effectively.

<u>Prepared by:</u>	<u>Name</u>
	<u>Designation</u>
	<u>Date</u>