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| **CASTELL ALUN HIGH SCHOOL****ROLE PROFILE** |
| **Name :** **Job Title :** Science Technician **Reporting to :** Learning Manager : Science**Profile :** 3.4 Tech 3 Level 3  **Contract :**  Term time only  |
| **JOB PURPOSE** |
| Under the guidance of senior staff : provide a specialist support in a specific curricular / resources area, including preparation and maintenance of resources and support to staff and students. |
| **KEY RESPONSIBILITIES** |
| Support for the Students :* Use specialist skills / training / experience to support students
* Provide feedback to students in relation to progress and achievement

Support for the Teacher :* Create and maintain a purposeful, orderly and productive working environment
* Ensure timely and accurate design, preparation and use of specialist equipment / resources / materials
* Assist in the development of lesson / work plans, administration of coursework, worksheets etc.
* Contribute to planning, development and organisation of systems / procedures / policies
* Be responsible for maintaining records, information and data, producing analysis and reports as required
* Promote and ensure the health and safety and good behaviour of students at all times
* Undertake marking of students’ work with specialist area and accurately record achievement / progress
* Administer and assess routine tests and invigilate exams / tests

Support for the Curriculum :* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
* Maintenance / cleaning of specialist equipment, check for quality / safety, undertake specialist repairs / modifications to be carried out by others
* Demonstrate and assist in the safe and effective use of specialist equipment / materials
* Provide specialist advice, guidance and technical support as required
* Implement agreed work programmes / practical lessons under the guidance of the teacher

Support for the School:* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
* Attend and participate in regular meetings
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Supervision of support staff as appropriate within guidelines developed by the school
* Implement planned supervision of students out of lessons times e.g. clubs/extra curricular activities
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| This profile is intended to reflect the roles and competencies of expected of a Science Technician. It is intended to be enabling not exhaustive, and therefore the post-holder will also undertake other reasonable activities commensurate with this level of responsibility. |