

JOB DESCRIPTION

Post Title	SCIENCE TECHNICIAN & CURRICULUM SUPPORT
Responsible To	Technician Teamleader/Curriculum Leader
Salary	G5A/B £19,698 fulltime / full year – amount will be pro rata to term time worked
Hours	22 hours per week (40 weeks p.a. 38 term + 2 weeks)

Main Purpose:

Under the guidance of senior staff, provide specialist support in a specific curricular/resource area, including preparation, and maintenance of resources and support to staff and students.

SUPPORT FOR STUDENTS

- Use specialist skills, training and experience, support students in practical learning activities under the guidance of the teacher.
- Advise and assist students carrying out complex individual practical activities.

SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and productive working environment which is also healthy and safe, and to report all health and safety concerns to the appropriate person in accordance with school policy.
- Ensure the timely and accurate design, preparation and use of specialist equipment, resources and materials as required by staff and the curriculum.
- Maintain and analyse records relevant to the specific curriculum area provide reports as required.
- Contribute to the design, development and maintenance of specialist resources and long-term projects.
- Provide technical advice and support on health and safety issues to teaching and technical staff.
- Assist in practical classes and carry out demonstrations.
- Undertake clerical and administration tasks relevant to the specific curriculum area.
- Assist in the development of lesson/work plans, administration of coursework, work sheets, etc.
- Contribute to planning development and organisation of systems, procedures and policies.
- Provide specialist technical support for the administration of routine exams and tests.
- Contribute to the planning, development and organisation of systems, procedures and policies.
- Provide specialist technical advice in the development of schemes of work.

SUPPORT FOR THE CURRICULUM

- Monitor and manage stock and supplies for the specific curriculum area, within an agreed budget, cataloguing resources and carrying out audits as required; obtaining resources as required.
- Maintain specialist technical equipment, checking for quality and safety, undertaking specialist repairs and modifications and liaising with outside agencies for other repairs to be carried out in accordance with school policy.
- Demonstrate and assist others in the safe and effective use of specialist equipment and materials.
- Carry out risk assessments for the technician activities.
- Maintain a current knowledge of health and safety requirements, including attending courses as required.
- Provide specialist advice and guidance as required.
- Implement agreed programmes of work and practical activities under the guidance of teachers.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend Staff Briefings/Meetings where appropriate.
- Participate in training and other learning activities and appraisal.
- Other duties as required in support of the school within the scope of this post

It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation.

PERSON SPECIFICATION

Post Title: Science Technician & Curriculum Support

Essential	Desirable
Qualifications/Training/Competencies	
<ul style="list-style-type: none">• Relevant NVQ3 or equivalent qualification or experience in a relevant discipline.• Good numeracy and literacy skills.	<ul style="list-style-type: none">• Specific training in the specialist area.
Relevant Experience	
<ul style="list-style-type: none">• General technical/resource support in an appropriate environment.	<ul style="list-style-type: none">• Experience in specific area related to post.
Knowledge	
<ul style="list-style-type: none">• Effective use of ICT and other specialist equipment and resources• Use and maintenance of relevant equipment• Subject knowledge and knowledge of the relevant policies, codes of practice and legislation	
Skills	
<ul style="list-style-type: none">• Ability to identify own training and development needs and the desire to cooperate with measures to address these.• Ability to relate well to children and adults.	<ul style="list-style-type: none">• Ability to design specialist equipment
Special Circumstances	
<ul style="list-style-type: none">• Occasional attendance at meetings outside normal hours	