PELE TRUST

**JOB DESCRIPTION**

| **Post Title:** Science Technician | | | **Director/Service/Sector:** Schools | |  |
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| **Band: 4** | | | **Workplace:** Ponteland High School | |  |
| **Responsible to:** Head of Science (RAL) | | | **Date:** 2023 | **Lead & Man Induction:** |
| **Job Purpose:**  To manage the Science department technical function including:   * Allocation and monitoring of the workload of the science technicians * Line management of the science technicians * Provide technician support to teaching and learning of the science curriculum * Co-ordinating the use of and development of practical resources and facilities * Provide guidance and support on practical requirements of learning activities within the sciences | | | | | |
| **Resources** | Staff | 3 Science Technician | | | |
| Finance | | Department capitation budget –purchase of resources, displays, equipment and consumables. Petty cash and collection of income from students. | | | |
| Physical | | Lab equipment, chemicals, teaching resources. | | | |
| Clients | | Internal: Staff and Students External: Parents, Adult Learning Tutors, Public, Other Schools and Organisations | | | |
| **Duties and key result areas:**  **The main duties of the post are:**  **Support for Students**   * Use specialist training to provide support for students accessing learning activities in the science curriculum as directed by the subject teacher. * Provide support for students in accessing learning activities on a one to one basis e.g. practical work and coursework * Provide support with the preparation of all practical examination sessions both internal and external   **Support for the Teacher**   * Be responsible for creating and maintaining a clean, orderly and productive science laboratory for biology, chemistry and physics. * Be responsible for the timely and accurate design and preparation of specialist science resources * Be responsible for timely preparation and maintenance of specialist equipment and resources * Contribute to the planning, development and organisation of systems, procedures and policies * Be responsible for the maintenance of records and related information * Promote and ensure health and safety requirements are met for the science department equipment and resources including use, storage and disposal of hazardous substances * Create practical teaching sessions to meet the needs of local and national learning strategies   **Support for the Curriculum**   * Be responsible for monitoring and managing the use of stock including regular audit of resources * Maintenance of specialist equipment – checking for safety and undertaking repairs within own capabilities and arrange for repairs to be carried out by others * Demonstrate and assist teaching staff and students in the safe and effective use of specialist resources and equipment * Provide specialist advice and guidance as required * Implement agreed learning activities and work programmes under the guidance of the teacher * Work with external organisations to promote career development in science related areas   **Support for the School**   * Develop procedures and manuals of good practice in delivery of curriculum * Maintain and develop admin procedures related to the science department * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Attend and participate in relevant meetings as required * Participate in training and other learning activities and performance development as required * Training of staff – on job training * Line management of science technicians as appropriate in line school developed guidelines * To undertake other duties and responsibilities as required commensurate with the grade of the post   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.  **We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to do the same** | | | | | |
| **Work Arrangements** | | | | | |
| Physical requirements  Transport requirements:  Working patterns:  Working Conditions | | An active role involving walking, stretching and lifting  None  Determined by contract of employment.  Usually indoors | | | |

Ponteland High School

**PERSON SPECIFICATION**

| **Post Title: Senior** Science Technician | **Director/Service/Sector:** Schools | **Ref**: | |
| --- | --- | --- | --- |
| **Essential** | **Desirable** | **Assess by** | |
| **Qualifications and Knowledge** | | | |
| A science based level 4 qualification  NVQ Level 2 qualification in literacy and numeracy | Emergency First Aid Certificate | | Application  Interview |
| **Experience** | | | |
| Recent and relevant experience of working in a science based environment.  Experience of managing staff | Experience of working in a school or educational establishment | | Application  Form  Interview  Task |
| **Skills and competencies** | | | |
| .  A high level of laboratory technical skills  Good communication skills  Good organisation skills  Ability to relate well to young people and adults |  | | Application Form  Interview  Task |
| **Physical, mental, emotional and environmental demands** | | | |
| Ability to meet the conflicting demands of the curriculum  Ability to work flexibly  Ability to work to tight deadlines |  | | Application Form  Interview  Task |
| **Other** | | | |
| Willingness to participate in training and development |  | |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits