

Profile Title and Grade

Senior Technician Band 9 37 Hours 195 days

Purpose of the role

To work with teachers to manage the provision of technical support for learning activities; working with pupils in the delivery/demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils

Responsibilities

Under the guidance and direction of teaching staff and/or senior colleagues;

- Take a lead role in contributing to the planning, development and organisation of equipment, systems, policies and procedures for the specialist technical area
- Manage specialist curriculum/resource function
- Act as the Radiation Protection Supervisor and be responsible for the safe storage and monitoring of radioactive sources
- Advise teaching staff on technical support to meet curriculum requirements leading in discrete areas where appropriate
- Work closely with teaching staff to produce lesson and work plans
- Deliver learning activities and monitor pupils work under the overall supervision of a teacher
- Develop, prepare and maintain specialist resources as required
- Manage, support and develop other technical staff, ensuring they have the required skills and competence to provide technical support to teacher and pupils
- Responsible for the management of stock levels and regular audit of resources
- Develop and implement plans to ensure the safe and secure storage of allocated resources, equipment and materials to prevent unauthorised access/misuse
- Set up and clear away displays and activities ensuring a safe environment
- Maintenance and day to day repairs of specialist equipment checking for quality/safety, and arrange for other repairs/modifications to be carried out by others
- Provide specialist technical advice and guidance as required
- Demonstrate the use of specialist equipment to technical and other staff
- Create and maintain a purposeful, orderly and productive working environment
- Assist in the administration of coursework, work sheets etc
- Manage records, information and data, producing analysis and reports as required
- Promote health and safety and good behaviour of pupils ensuring adherence to health and safety regulations in relation to the equipment and materials used by staff and pupils
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to management
- Assess pupils work within the specialist area in relation to the use of specialist equipment and resources and provide feedback to classroom teachers and accurately record achievement/progress as appropriate
- Ensure the safe treatment and disposal of used materials including hazardous substances and respond to actual or potential hazards
- This role may involve the adaptation of a considerable range of specialist equipment to meet the needs of the school
- Be responsible or timely and accurate preparation and use of specialist equipment/resources/materials

Other

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school

- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role
- Attending meetings and liaising and communicating with colleagues in school, parents/carers and internal/external agencies
- Share expertise and skills with others
- 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