



Your Academy....Your Future

Post Title	Science & Technical Support Assistant
Purpose	To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement, and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the Academy's policies and procedures.
Responsible to	Director of Science
Responsible for	All science, experimental and administrative functions.
Contract Type	Permanent – Term Time Only
School Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
Grade	Grade E – SCP 8-9 (£24,703 - £25,199) <i>Actual Term Time Only Salary £21,154 - £21,511</i>
Disclosure Level	Enhanced
Expectations	<p>There is an expectation that all adults who work at Castle View Enterprise Academy will:</p> <ul style="list-style-type: none"> • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme.

<p>Duties & Responsibilities</p>	<ul style="list-style-type: none"> • Under the overall management of the Director of Science ensure practical resources are prepared, in place for lessons and promptly tidied away as required. • Provide technical support and advice in meeting the needs of the curriculum. • Ensuring the maintenance of a healthy and safe working environment through: <ul style="list-style-type: none"> • Actively contributing to the assessment, monitoring and review of health and safety policies, procedures and information resources. • Keeping up to date with current procedures and practices through continuing professional development. • The provision of technical advice and support on health and safety issues to teaching and trainee technical staff. • The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards. • The healthy and safe storage and accessibility of equipment and materials. • Keep up to date records of stock, help compile orders and obtain materials / sundries. • Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out. • Provide additional support in class, where required, including assistance in practical classes and carrying out demonstrations. • Following risk assessment procedures. • Keeping up to date with health and safety requirements and with developments in the appropriate subject (including attending courses and reading publications). • Keeping the preparation room and laboratories in a tidy and neat condition. • Disposing of waste materials safely in line with school procedures. • Organising, storing and checking the condition of equipment. • Organising, copying and storing assessments. • Attending relevant meetings. • Collecting, checking and returning equipment to stores. • General cleaning of surfaces, sinks and equipment. • General repair of equipment. • Managing the equipment within the department's ICT suite.
<p>General Requirements</p>	<ul style="list-style-type: none"> • Attending and participating in training and development courses as required. • Attending meetings, liaising and communicating with colleagues in the Academy. • Being an effective role model for the standards of behaviour expected of pupils.

	<ul style="list-style-type: none"> • Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Governing Body and Local Authority.
Professional Values & Practises	<ul style="list-style-type: none"> • Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. • Treating pupils consistently with respect and consideration, and being concerned with their development as learners. • In line with the Academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. • Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues. • Reflecting upon and seeking to improve personal practice. • Working within Academy policies and procedures and being aware of legislation relevant to personal role and responsibility in the Academy. • Recognising equal opportunities issues as they arise in the schools and responding effectively, following Academy policies and procedures. • Building and maintaining successful relationships with pupils, parents/carers and staff.
Additional Duties	<ul style="list-style-type: none"> • Undertake lunchtime supervision and other duties on a weekly basis as required. • Develop and update the Academy website (training will be provided) • Carry out other reasonable tasks from time to time as directed by the Head of School.

Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE =D
Education & Qualifications	
Qualification in Science or sustained involvement in science based activity.	D
Evidence of technical knowledge and expertise.	D
Experience	
At least 2 years previous experience in a similar background.	D
Experience of working in a school environment.	D
Knowledge & Skills	
Able to prepare and assist students with practical activity and the use of materials.	D
Able to maintain and operate equipment.	D
Able to communicate effectively with colleagues and students.	E
Able to plan and organise work.	E
Able to work under pressure and to tight deadlines.	E
Able to organise supplies and equipment and organise stock.	E
Knowledge in relation to Health and Safety issues.	D
Personal Qualities	
Ability to demonstrate maturity, patience and determination.	E
Reliable and conscientious.	E
Enthusiastic and self motivated.	E
Pleasant manner when dealing with colleagues and customers.	E
Flexible approach.	E
Desire and ability to learn new skills.	E

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.