

Job Description

Science Technician Grade 3

The post holder will report to the Head of Department, Teacher or Technician Manager where relevant. Apart from other colleagues in the school¹, the main contacts of the job are the Headteacher, teaching staff, other support staff and students.

Main purpose of the post

Under the guidance of senior staff, to provide technical support to staff and pupils in a specific curricular or resource area, including preparation and maintenance of resources.

To work collaboratively with all staff and parents in order to support student well-being and contribute to the development and support of the department and the school.

Main Duties and responsibilities

Support for students

- To support students in accessing learning activities under the guidance of the teacher
- Provide feedback to students in relation to progress, achievement, behaviour and attendance

Support for Teachers

- To provide practical support to the teachers by responding efficiently to requests, ensuring that these meet the required expectations of the teaching staff.
- To create and maintain a purposeful, orderly and productive working environment in their specific curricular or resource area within the school.
- To carry out timely and accurate preparation and use of specialist equipment/resources/materials as required by staff, the curriculum or lesson plans.
- To maintain records as requested by the teacher.
- To ensure the health and safety and good behaviour of pupils and to take appropriate action when required.
- To provide general clerical and administrative support to the teacher in the relevant discipline.

Support for the Curriculum

- To monitor and manage stock and supplies, cataloguing and ordering as required.
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- To carry out maintenance of specialist equipment and checks in line with quality and safety standards.
- To undertake repairs or modifications to equipment in accordance with the required level for the post and report other damages or needs to an appropriate person.
- To demonstrate and assist others in safe and effective use of specialist equipment and materials.
- To undertake structured and agreed learning activities within the relevant discipline such as demonstrations under the agreed system of supervision where appropriate.
- To be aware of new developments in areas of technology and new equipment and to provide input with teaching staff in the evaluation of new equipment needs prior to the development of new or expanding courses.

Support for the School

- To be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- To attend and participate in relevant meetings as required.
- To be able to provide basic short term cover for absent colleagues within the relevant discipline.
- To participate in training and other learning activities and performance management as required.
- To provide technical support outside of lesson time, for example, clubs and extra-curricular activities where relevant.
- To assist with exam invigilation as part of the agreed system for the school where appropriate.
- To undertake personal development to improve own practice.
- Assist in maintaining high standards of health and safety at all times

General

- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times.
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances
- To undertake all duties with full regard to the Health and Safety at Work Act
- To contribute to the overall ethos, work and aims of the School and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post.

All duties and responsibilities must be carried out with due regard to the Corpus Christi Catholic Academy Trust's existing policies, such as child protection, health and safety and security, confidentiality, equality and data protection and report any concerns to the relevant member of staff.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered

¹ Please note that whilst the successful candidate will be appointed to Saint Paul's in the first instance, the Trust reserves the right to deploy staff at any of its schools depending on need, where agreement is reached with all parties.



We are His body, living and learning as one.

Person Specification

Technician – Grade 3

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
	E	A/I/R
EXPERIENCE		
Experience of general technical and resource support Good numeracy and literacy skills to be able to maintain accurate records Working with students	E D	A/I/R A/I/R
KNOWLEDGE / SKILLS / ABILITIES		
Possess good understanding of the relevant subject area or an aptitude for learning the relevant aspects of these subjects	E	A/I/R
Ability to use relevant equipment used in Science	E	A/I/R
Has knowledge of a particular subject or technical area	E	A/I/R
Ability to relate well to students, staff, parents and outside agencies	E	A/I/R
Ability to work as a part of a team as well as to own initiative with direct supervision	E	A/I/R
Ability to demonstrate effective use of IT	E	
Willingness to undergo minor first aid training	E	
PERSONAL STYLES / BEHAVIOUR		
Willingness to participate in development and training opportunities	E	A/I/R
To act with the utmost integrity at all times	E	A/I/R
To be patient and caring when interacting with any student experiencing any difficulty	E	A/I/R
To be self-motivated and have personal drive to complete tasks to the required timescales and quality standards	E	A/I/R
To communicate effectively with all stakeholders in a friendly and professional manner	E	A/I/R
To maintain confidentiality relating to the staff and students of the school at all times	E	A/I/R
To be flexible according to the needs of the school	E	A/I/R
To be motivated and able to follow instructions	E	A/I/R
To deal with any emergencies that may crop up in a calm manner and remain calm and in control in difficult circumstances	E	A/I/R
To contribute to the Catholic ethos of the school	E	A/I/R
To be committed to equal opportunities	E	A/I/R
To uphold all aspects of safeguarding	E	A/I/R
To be willing to consent to apply for an enhanced disclosure and barring service check	E	A/I/R

*Application/Interview/References/Selection Process