

## Job Description

<b>Post Title:</b>	Senior Science Technician
<b>Post Number:</b>	
<b>Key Responsibilities:</b>	<p><b>Providing support for the Science Curriculum area and teachers by:</b></p> <ul style="list-style-type: none"> <li>• Ensuring timely and accurately delivery, and set up of Specialist Scientific equipment before the start of each lesson.</li> <li>• Meeting the needs of all Science teachers in a flexible manner and ensuring all equipment is collected from each lab and returned to the major prep area at the end of each day.</li> <li>• Demonstrating the use of specialist equipment and experimental procedures to staff or students, when necessary, in order to train all staff/students to a competent level.</li> <li>• Maintaining an extensive knowledge of the best practice in CLEAPSS Hazards and offer support and guidance to staff concerning the most recent policies in Health and Safety.</li> <li>• Overseeing Health and Safety within the Science Curriculum Area by ensuring maintenance and electrical tests on scientific equipment are carried out frequently by external contractors and arranging any necessary repairs.</li> <li>• Taking lead role in planning, development and organisation of systems, procedures and policies within the Science Curriculum Area.</li> <li>• Giving advice in the formation of new schemes of work</li> <li>• Ordering and managing stock and specialist equipment within an agreed budget.</li> <li>• Accompanying Science teachers and students on extra-curricular Science visits.</li> <li>• Supporting Science Curriculum Area tracking procedures by collecting and collating student attainment data, producing analysis and reports.</li> </ul> <p><b>Providing support to the learners by:</b></p> <ul style="list-style-type: none"> <li>• Establishing productive working relationships, acting as a role model and setting high expectations for all learners.</li> <li>• Promoting and ensuring the Health and Safety of all learners.</li> <li>• Promoting good behaviour by implementing The Thomas Hepburn Community School Behaviour for Learning Policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Working closely with Key Stage 5 learners on long running practical investigations.</li> <li>• Delivering learning activities to students within agreed systems of supervision within the Science Curriculum Area.</li> <li>• Acting as a reader or scribe in external exams if required.</li> <li>• Maintaining a safe and clean working environment for staff and students.</li> </ul> <p><b>Providing support for the School by:</b></p> <ul style="list-style-type: none"> <li>• Being committed to the safeguarding and promotion of the welfare of children and young people.</li> <li>• Being aware of and comply with school policies and procedures relating to child protection, security and confidentiality, reporting all concerns to the appropriate person.</li> <li>• Being aware of difference and promoting equality of access to learning opportunities in Science.</li> <li>• Attending and participating in Science Curriculum Area Meetings.</li> <li>• Assisting in the promotion of extracurricular Science activities including running scientific clubs and activities outside of lesson time.</li> </ul>
<b>Reporting to:</b>	Science Curriculum Area Leader
<b>Liaising with:</b>	Science Curriculum Area and other key staff
<b>Working time:</b>	Full time term time
<b>Salary/Grade:</b>	G
<b>Disclosure Level:</b>	Enhanced
<b>Other Specific Duties:</b>	<ul style="list-style-type: none"> <li>• Employees will be expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> <li>• To engage actively in the performance review and development process.</li> <li>• To comply with the school’s health and safety policy and to undertake risk assessments as and if appropriate.</li> <li>• To continue personal and professional development as agreed.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any</li> </ul>

	<p>reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.</p> <ul style="list-style-type: none"> <li>• The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</li> <li>• To undertake any such other duties within reason, at the request of the Headteacher.</li> </ul>
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	