



Job Description

Details of Post

- Title: Science Technician (Level 2)
- School/ Federation/ Academy/Trust: TrustEd
- Reporting to: Head of Science
- Main Workplace: Belvidere School
- Post Number:
- Grade and SCP: Grade 5 (SCP 6-7)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

Under the instruction/guidance of senior staff: Provide general support in a specific curricular/resource area, including the preparation and maintenance of resources and support to staff and pupils.

Principal Duties and Responsibilities

1. Support for pupils

- Support pupils in accessing learning activities under the guidance of the teacher
- Support pupils during lessons involving practical work, where required

2. Support for the teacher

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested
- Support routine tests and examinations
- Assist with the training and development of junior staff
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc.
- Assist with the preparation of displays and teaching materials.
- Support science staff with administrative tasks related to practical work and the science curriculum

3. Support for the curriculum

- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities/teaching programmes

4. Support for the school

- Assist with the supervision of pupil activities out of lesson times e.g. clubs, extra-curricular activities

5. Health and Safety Compliance

- Adhere to all health and safety regulations, including COSHH guidelines.
- Conduct risk assessments for practical activities.
- Maintain safe storage and disposal of chemicals and biological specimens.

6. Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an 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.

7. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

8. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

9. Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

10. Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**