

COWES ENTERPRISE COLLEGE

Science Technician

As an employee of Cowes Enterprise College (the Academy), your job description is made up of two parts (all staff) or three parts (teachers):

1. This general section
2. Any nationally agreed requirements (such as School Teachers' Pay and Conditions)
3. A specific description of aspects of the post you were appointed to, where this is relevant. (These are being updated as time allows).

Core responsibilities

1. All staff at the Academy are employed to support and promote our key aim:
To enable the children who join us to leave as happy, healthy, well-adjusted young adults, who are well-prepared to take the next steps in their education and careers.
2. All staff are required to support, model and, where appropriate, teach or promote, the Academy's values of:
 - ♥ Honesty
 - ♥ Empowerment
 - ♥ Awareness
 - ♥ Responsibility
 - ♥ Trust
3. All staff have a statutory responsibility for the safeguarding of children and the promotion of their welfare. This means that at all times, staff must consider what is in the best interests of our children and young people. In order to fulfil this responsibility effectively, all staff are required to:
 - Ensure that they are aware of the Academy policy and procedures for child protection and safeguarding.
 - To become aware, by attendance at relevant training, of the signs and symptoms of abuse.
 - To attend annual refresher training as required and to have completed the online Level 2 Safeguarding and Prevent training.
 - To report all causes for concern to the Designated Safeguarding Lead
 - To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
 - To carry out or contribute to risk assessments as required.
4. All staff are required to adhere to the spirit and letter of the Academy's Equality Policy, to respect all aspects of diversity, to ensure no conscious discrimination and to challenge potential unconscious discrimination on the grounds of any protected characteristics.
5. All staff are required to maintain an up-to-date knowledge and understanding of all Health and Safety policies and/or legislation relevant to their role, and to notify their line manager in writing if they require additional training or support.
6. All staff are required to undertake any reasonable duties or roles at the request of the Principal.

JOB DESCRIPTION

The postholder will have appropriate experience of supporting the Science curriculum. They will hold relevant qualifications at level 3 or higher. They will hold, or be willing to train to achieve, any relevant health and safety certification for the use of equipment and/or the preparation of chemicals/materials for the subject. Holding of relevant CLEAPSS certification and/or evidence of recent CLEAPSS training would be an advantage.

The key function of this role is for the postholder to provide support and assistance, mainly with practical based activities, to pupils and staff within Science. The postholder will be involved in providing technical support, ensuring that equipment is functioning properly and is ready to use, and that the right materials are available for particular lessons. The postholder will also assist with the demonstration of experiments as required. They will also be responsible for establishing and overseeing a schedule of planned maintenance that ensures all Science equipment meets relevant and statutory health and safety requirements.

Personal Competencies

Be credible and flexible in approach providing technician support to staff and pupils enabling them to achieve high quality practical outcomes within a safe and well maintained learning environment.

Set up and, where necessary demonstrate, scientific experiments for GCSE and A Level in Biology, Chemistry and Physics.

Have an up to date knowledge of Science best practice.

Personal Attributes and Vision

The postholder must be able to work effectively and support teams and/or individuals, being credible to colleagues and partners through the quality of their personal performance. Appropriate level of wellbeing to carry out the role is essential.

JOB DESCRIPTION

Post Holder:

Post: Science Technician

Salary: S3 – Points 14 – 17 (£16,781 to £17,772) Pro Rata.

Working hours are 37 per week, term time plus development days only.

Joint National Conditions of service for local government are applicable to the post.

Responsible to: Director of Learning for Science.

KEY RESULT AREAS AND ACCOUNTABILITIES

College Role

Under the direction of the Director of Learning for Science, support the curriculum delivery within Science.

Service Provision Delivery

The Science Technician role will support the ongoing preparation of resources for use in lessons. The maintenance of all equipment; ensuring effective laboratory learning environments and the compliance with relevant health and safety legislation.

The key tasks will be:

1. Preparing chemicals, equipment and teaching areas for practical classes liaising with academic staff to discuss timetables, equipment requirements and work plans.
2. Set up and where necessary support teachers in practical classes with demonstrations of scientific experiments.
3. Maintain equipment including laboratory apparatus as well as teaching areas ensuring a safe environment, which meets all statutory regulations.
4. Ensure that equipment is properly cleaned and that chemicals and other materials are appropriately stored.
5. Carry out administrative and other functions related to the smooth running of the subject including maintaining appraising the Faculty Lead of any issues/resourcing needs.
6. Attend all meetings and training as directed.
7. Undertake such other assignments as may be required by the Principal.

The post is subject to performance management and an annual continuing professional development interview and review.

The post is subject to a full DBS check.

COWES ENTERPRISE COLLEGE

PERSON SPECIFICATION

JOB TITLE: Science Technician

RESPONSIBLE TO: Director of Learning for Science

GRADE: S3 – 14 - 17

POST NO:

DATE: 01/07/2017

E = ESSENTIAL	D = DESIRABLE
	1. EXPERIENCE, direct work experience, other relevant experience.
E	Experience of day to day technical support to young people's learning in an 11-19 Science curriculum.
E	Experience of assisting in the maintenance of science resources and equipment, ensuring compliance with relevant health and safety legislation.
	2. KNOWLEDGE, without which the job cannot be done effectively.
E	Current knowledge and understanding of best science practice and health and safety requirements.
E	Knowledge of how to support learning and/or signpost to resources.
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.
E	Ability to effectively support the science curriculum in achieving high standards for pupils.
E	Ability to maintain projects and tasks within timescale.
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.
E	A minimum of qualifications at level 3.
E	Hold appropriate, or be willing to train to achieve, statutory health and safety certification for equipment and/or processes as relevant to the post.
D	Hold relevant CLEAPSS certification and/or evidence of recent CLEAPSS training.
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.
E	Ability to be self motivating in approach, punctual and flexible.
E	Awareness of the importance of meeting tight preparation deadlines and the impact of well prepared resources on the achievement of high standards.
E	Ability to collaborate and co-operate with colleagues and external agencies.
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.
E	Maintain appropriate statutory health and safety certification for equipment and/or processes as relevant to the post.
D	Hold a current driving licence.
	CONTRA INDICATIONS, if any
E	Limited or no experience of the 11-19 Science curriculum.