

Job Description Science Technician

Responsible to:	Head of Science
Job purpose:	Under the instruction/guidance of the Director of Learning for Science, provide general support in a specific curriculum/resource area to staff and students, including preparation and maintenance of specialist resources/equipment
Arrangement:	37 Hours Per Week, Term Time Only + 5 days
Grade:	Grade C SCP 3 - 6 £18,562 – £19,698 per annum (£15,966.74 to £16,943.91 pro rata)

Duties and responsibilities:

Within the Academy's overall aims, the post holder will have the following responsibilities;

- Support students in accessing learning activities under the guidance of the teacher
- Provide feedback to students in relation to progress and achievement
- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc
- Maintain records as requested
- Provide clerical/administrative support
- Administer routine tests and invigilate exams and undertake routine marking of students work
- Undertake structured and agreed learning activities ensuring Health & Safety and good behaviour of students
- Monitor and manage stock and supplies, cataloguing as required
- Maintenance and operation of specialist equipment, checking 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

Academy Duties

- Undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role
- Carry out a share of supervisory duties in accordance with published rotas
- Participate in performance management arrangements
- Adhere to published school policies and procedures
- Attend regular meetings with line manager

- Pursue personal and professional development opportunities to meet the changing demands of the job
- Participate in appropriate training activities

Other

- To support the Academy during social times in accordance with the Academy duty rota
- To attend relevant meetings outlined on the Academy calendar
- To undertake any other duty as specified by Support staff Pay and Conditions Body not mentioned in the above
- To comply with the Academy Safeguarding arrangements at all times and provide personal documentation or details to facilitate any checks that are required
- To be aware of, and comply with, the Academy's policies
- To attend and perform in accordance with the Academy expectations

Thornaby Academy and Falcon Trust are committed to Safeguarding and promoting the welfare of children and young people.

All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.