



Job Description:	Science Technician
Reporting to:	Lead Technician and/or Head of Science
School Contract:	Permanent
Working Pattern:	Term time only
Scale:	APTEC Scale 8 to 15

The role

You will provide assistance and information as required in the preparation of resources for practical lessons that meets both the health and safety standards and the requirements of the classes involved. As a member of technician team you will ensure a healthy and safe work environment through the routine maintenance of equipment and prep rooms.

Main Duties and Responsibilities

- To prepare equipment and materials for science lessons in the school according to curriculum maps.
- To set up experiments for assessments and examinations as required.
- To maintain and clean science equipment as required.
- To ensure the safe storage of chemicals, radioactive materials and apparatus in accordance with the school's safety procedure and established WPSfG's procedures.
- To take receipt of and to maintain records and stock control of equipment and materials.
- To share responsibility with other technician/s for health and safety, general hygiene and orderly storage/access within science laboratories, the preparation room and the chemical store.
- To maintain culture stocks and to carry out the safe disposal of used materials as required.
- To obtain sundry articles where necessary for experiments and demonstrations.
- To prepare and make teaching aids as required for use in the laboratories.
- To assist in ordering equipment and materials as directed using WPSfG's procedures.
- To maintain an up-to-date knowledge of new technology and developments in the use of resources in the teaching of science.
- Providing administrative support for the Head of Department.

Form Tutor Responsibilities

- Maintain a holistic overview of the academic and pastoral progress of your tutees, including monitoring their wellbeing, academic attainment and progress.
- Develop strong, trusted, relationships with each tutee to act as her mentor.
- Support with the delivery of morning intervention including reading
- Deliver the school personal development and character programme in tutor time.
- Implement WPSfG's attendance, rewards, sanctions and behaviour policies, including being the primary behavioural point of contact for tutees and maintaining a weekly check of tutees' planners, uniform and equipment.
- Monitor the safeguarding and welfare of tutees.
- Engage tutees' teaching staff to facilitate the sharing of relevant pupil specific strategies, information and best practice.
- Make appropriate staff: SENDCO, pastoral staff (HOYs/DHOYs) and members of senior leadership team, aware of any issues with tutees as required.
- Proactively engage parents of tutees and endeavour to build positive home-school relationships.
- Act as the primary point of contact for parents of your tutees.
- Model the ethos and vision of the school.
- Keep the form register and monitor patterns of pupil attendance/ absence.
- Keep in regular contact with parents to ensure any absences are always explained.
- Support with our careers and Post-16 process including writing references for Year 11 pupils.

Other points:

- To undertake any reasonable duties as requested by Line Manager.
- A positive attitude and commitment to continuous improvement. Undertake relevant training and attend school INSET days.
- A positive commitment to team working and participation.
- Excellent communication skills.
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Provide examination invigilation when required
- Input relevant data into the school's computer database as required.
- Carry out any other duties as required from time to time commensurate with the responsibility level of the post.
- Perform additional duties as may be necessary to support the day to day running of the department and the school

- Have an awareness of the school's Child Protection procedures and know the identity of the Child Protection Officer
- In carrying out your duties, have due regard to the provisions of the Health & Safety at Work legislations
- In dealing with members of the school's community be mindful, at all times, of the school's Equal Opportunities policy

Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Selection Criteria

Science Technician

1. To be able to work as a team member.
2. Evidence of a good standard of literacy and numeracy.
3. Competent IT skills and a sound knowledge of how to interrogate a computer database system.
4. To have a flexible approach to all duties undertaken.
5. Ability to prioritise work, to act on own initiative and to work under pressure.
6. Good inter-personal and organisational skills.
7. Ability to communicate both orally and in writing with pupils, staff and parents.
8. Willingness to attend training courses to enhance development and performance.

We value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.