

JOB DESCRIPTION

POST TITLE	Senior Curriculum/Resource Support (Science) Technician
GRADE	4
SPINE POINT	17-22
LINE MANAGED BY	Subject Leader/Head of Science in conjunction with Business Manager
RESPONSIBLE FOR	N/A
WORKING WITH	Other Teaching and Support Staff
HOLIDAY AND SICKNESS RELIEF	Other Science Curriculum/Resources Support Assistants
PURPOSE OF JOB	To provide specialist support in a specific curriculum resources within the science department in school, including unsupervised preparation and maintenance of resources and support to staff and pupils

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

SPECIFIC DUTIES AND RESPONSIBILITIES

To be responsible for the curriculum resources of the science department, to the standards required by the academy and any appropriate bodies. This will include, but not be limited to:

SUPPORT FOR PUPILS

- Support pupils in accessing learning activities under the guidance of the teacher

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. To include collection of data and advise on relevant materials and techniques using own judgement.
- Maintain records as requested and assist with the operation, maintenance and development of administration procedures relating to technical duties within the school
- Ensure a healthy and safe working environment for the team is maintained, ensuring adherence to health and safety working practices and standards/ legislation

SUPPORT FOR THE CURRICULUM

- Monitor and manage stock and supplies, cataloguing as required, including maintaining departmental risk registers and asset registers
- 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
- Able to adapt to the changing needs and demands of the school curriculum
- Undertake structured and agreed learning activities/teaching programmes
- Contribute to the display boards and leaflet displays, etc in the department and the immediate area as directed by the Head of Science

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities
- Take an active part in all relevant key school events such as Open Evenings etc
- Supervise pupils on visits, trips and out of school activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions

TEAM RESPONSIBILITIES

All educational support staff at Silverdale are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time.
