

JOB DESCRIPTION	
Post Title	Senior Curriculum/Resource Support (Science) Technician
Profile	LD3
Grade	4
Grade Spinal Point Range	7-12
Accountable SLT post	Subject Leader/Head of Science in conjunction with Business Manager
Line Manager of Postholder (if different)	
Staff to be supervised or line managed by post holder	
Post holder will work with	Other teaching and support staff
Holiday and sickness relief by/ for	By and for other Science Curriculum/Resources Support Assistants
Purpose of job	To be responsible for providing 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
	This post may work across the Trust schools.
Version revised:	January 2020

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(s).

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. Duties 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 in the department and the immediate area as directed by the Head of Science

Support for Trust/School (included in all roles)

- 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 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
- Take an active part in all key school events such as open evenings etc
- 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 Trust/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 administrative support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.