



Science Faculty Technical / Classroom Support Assistant JOB DESCRIPTION

Job Title: Science Technical/Classroom Support Assistant
Location: Academy Based
Reports to: Head of Science Faculty
Grade: G4
Range: Point 16 – 21 – dependent on qualifications and experience

Job Purpose

The Science Technical/Classroom Support Assistant will be working under the guidance of the Senior Technician/Team Leader and the Head of Faculty. Main responsibilities will be shared between the technical support aspects of Science teaching and the provision of in-class support to key groups of students. This will involve preparation of resources, constructing and modifying apparatus, together with assisting in demonstrations, and supporting teachers within classrooms.

Duties and Responsibilities:

- Please note that the post holder may be required to work outside of the normal Academy working hours for example for Academy events and emergencies.
- This job description will be reviewed at least once a year and may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to uphold the Academy's policy in respect of Child Protection and Safeguarding matters.
- All members of staff are required to participate in the Academy's Appraisal Scheme.
- All members of staff are required to support and encourage the Academy's ethos and objectives, policies and procedures as agreed by the Governing Body.
- All members of staff will be expected to undertake training relevant to their role including holding a relevant First Aid Certificate.

Key responsibilities:

(a) To provide assistance and information as required in the preparation of resources for practical lessons that meet both the health and safety standards and the requirements of the classes involved

Example:

- Preparation of solutions, materials, cultures for living organisms.
- Assembling apparatus.
- Obtaining materials by local purchase.
- Trailing practical activities.
- Carrying out risk assessments for technician activities.
- Constructing and modifying apparatus.

(b) To provide general assistance in the safe storage, transit and accessibility of resources including helping to:

- Ensure that stock levels are maintained and future requirements are identified.
- Ensure the availability of suitable resources;
- To assist with compiling orders and to liaise with suppliers and finance / admin personnel as and when required.

Example:

- Delivery of equipment, materials and organism to rooms.
- Collection of, checking and returning resources to stores.
- Maintaining resources, including routine repairs.
- Caring for plants and animals.

(c) Assisting the technical team to ensure a healthy safe and productive working environment through the routine maintenance and cleaning of equipment, laboratories and prep rooms.

Example:

- Organising and storing resources.
- General cleaning of laboratory bench surfaces and fixing equipment.
- Cleaning laboratory sinks.
- Cleaning used equipment.
- Disposing of waste materials

(d) To ensure the maintenance of a healthy and safe working environment:

- Keeping up to date with current procedures and practices through continuing professional development.
- Keeping up to date with Academy policies and procedures.

Example:

- Keep up-to-date with health and safety requirements and with developments in practical science. (Attending courses and reading publications).
- Become familiar with academy policies regarding Child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person.
- Contribute to the ethos of the Academy/work /aims of the Academy.
- Participate in staff training.

(e) To assist teachers within the classroom, by supporting small groups of (or individual) students, where necessary.

Example:

- Provide in lesson support to students, depending of the nature of intervention. To aid students learning by becoming familiar with specific needs.
- Use SIMs to gain an understanding of students' learning needs and additional information which would aid with the provision of in - class support.

(f) To assist the faculty in creating resources targeted for SEND students.

Example:

To work with other teaching assistants and help to create resources such as key words and revision material suitable for SEND students