

JOB DESCRIPTION

Job title:	Science Teaching Assistant & Technician
Grade:	D £18,427 - £18,627 (Actual salary £10,298 - £10,410)
Responsible to:	Senior Science Technician/2 nd in Science
Direct supervisory responsibility:	None
Indirect supervisory responsibility:	None
Important Functional Relationships:	Teachers, pupils, support staff, parents

Main purpose of the job

To assist with the provision of practical support for the Science department for staff and pupils at all key stages in the school/college. To assist the Senior Science Technician in securing an environment in which pupils can safely pursue investigative practical work. To take a pro-active role in the support of the educational, social and physical needs of pupils; to support the curriculum and the college through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.

To work across the school as part of a staff team and support pupils in a way that respects their dignity and self-respect, and promotes independence. To help in the day-to-day running of the establishment, working alongside pupils in a non-discriminatory way.

Duties and responsibilities:

1. To clean, tidy up and put away Science materials and equipment, so as to ensure a safe and hygienic working environment.
2. To monitor and achieve the efficient organisation of the work and Science storage areas and to ensure the cleanliness, safety and security of these areas at all times.
3. To issue and receive back Science materials and equipment. To check for missing and damaged equipment against inventories.
4. To prepare Science materials, equipment and teaching aids for classroom use, at the direction of the Senior Technician.
5. To assist the Senior Technician in the co-ordination of the use of practical resources and facilities.
6. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
7. To establish supportive relationships with the pupil/s concerned (and their parents) and to encourage acceptance and inclusion of all pupils.
9. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
10. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.

11. To create differentiated resources.
12. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.
13. To be aware of confidential issues linked to home/pupil/Teacher/school work and to ensure the confidentiality of such sensitive information.
14. To supervise an individual or small group of children within a class under the overall control of the Teacher.
15. To lead, as directed any intervention which actively improves barriers to learning, and report back how this intervention has improved with evidence.
16. To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.
17. To accompany children on educational visits and outings as supervised by the Teacher.
18. To encourage acceptance and inclusion of all pupils.
19. To develop methods of promoting/reinforcing the pupil's self-esteem and to promote independence through the development of self-help skills.
20. To provide practical help with the use and care of specialist equipment used by individual pupils.
21. To meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training (eg: Team Teach) and school policies and procedures.
22. To carry out administrative tasks associated with all of the above duties as directed by the Teacher.
23. To remain aware and work within all relevant school working practices, policies and procedures.
24. To attend staff meetings and school-based INSET as required.
25. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
26. To undertake safeguarding Tier 2 training and to be aware of and work in accordance with the school's Safeguarding and child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
27. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection, GDPR).
28. To be responsible for own continuing self-development, undertaking training as appropriate.

Prepared by: Senior Science Technician

Date: March 2022

PERSON SPECIFICATION

Job Title: Science Teaching Assistant and Technician

Person specification prepared by: Senior Science Technician

Date: March 2022

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Previous experience of working with young people in a school environment	At least 2 years' experience of working with children within a classroom environment or similar. Previous experience of working as a Science Technician or a science orientated role in a relevant area	Application form. Interview.
<u>Education & Training</u>	Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude. Good levels of literacy and numeracy to GCSE Grade 5 (C) or above or equivalent qualification in English Language and Maths.	Completion of the DfES Induction for Teaching Assistants.	Application form. Interview.
<u>Special Knowledge & Skills</u>	Has an understanding of safeguarding issues relating to children. Has an acceptance of different attitudes and is comfortable with children and young people. Good organisational and communication skills.	Knowledge of a range of issues relevant to education and child development. Good ICT skills. Knowledge of a particular area of the curriculum or children's needs (ie: early years, EBD, ALS, literacy or numeracy). Experience with materials & procedures subject to COSHH Regulations	Interview.
<u>Any Additional Factors</u>	Able to prioritise between different demands. Self-motivated and able to work constructively, and with minimum supervision, as part of a team. An interest in children and education. Has a positive outlook and a patient & friendly approach. Is courteous and professional at all times. Is honest, reliable and discreet.		Interview.

	<p>Has an excellent attendance record.</p> <p>Displays a sound understanding of - and commitment to - the protection and safeguarding of children and young people.</p>		
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