

*Commitment to others, Commitment to learning.*

**Chronicles 28:20** *Be strong and courageous, and do the work.*

*Do not be afraid or discouraged, for God is with you.*

**Job Description**

Job Title	Science Technician & Teaching Assistant
Grade & Salary Range	Grade 6
Hours	32.5 hours per week term-time + 5 inset days 44.64 paid weeks
Contract Type	Full-time, Permanent
Reporting To	Senior Science Technician and Subject Lead for Science
Additional information	The successful candidate will be engaging in regulated activity, working regularly in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required.

**Job Purpose**

The holder of this post is expected to exercise oversight of the day-to-day running, reliability and operational efficiency of the preparation Laboratory to support classroom activities. The Science Technician will be a member of a multidisciplinary team, under the leadership of the Senior Science Technician and Science Subject Lead. In undertaking this job the post-holder will maintain the skills and competencies described within the job description.

**Key Responsibilities:**

- Prepare material/equipment, chemicals and biological specimens for lessons and for specific purposes in a timely fashion;
- Make the best use of the time spent in the laboratory;
- Use equipment safely;
- Ensure that all Health & Safety procedures are followed and recorded;
- Maintain and update all department risk assessments;
- Accurately record the results of your work in accordance with statutory guidance;
- Maintenance of equipment; checking for quality, repairing as appropriate and reporting any damages;
- Provide technical support in classrooms as required;
- Provide support for students in class and interventions as directed by the Subject Leader for Science;
- Photocopying, printing, laminating, and other similar preparatory tasks as required;
- Display board preparation;
- Attend Science Department meetings as and when required;
- Undertake any further training that is required.

**General Duties:**

- To be familiar with and adhere to all Trust and School Policies;

- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the School's arrangements for appraisal, professional development and other mandatory training;
- To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.

*The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

*This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.*

## Personal Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience &amp; Knowledge</b>		<p>Have relevant health &amp; safety qualifications for the attached area;</p> <p>Experience of working with students in an educational setting to support their learning through understanding classroom roles and the position of this role within the setting,</p> <p>First aid qualification;</p> <p>Experience of procurement, ordering and preparation of materials, including stock control.</p>
<b>Skills</b>	<p>Good numeracy and literacy skills;</p> <p>The ability to work part of a team;</p> <p>Sufficient practical and organisational skills to contribute to the preparation and management of resources;</p> <p>Have the ability to maintain trust and appropriate confidentiality;</p> <p>Have the ability to maintain a safe environment through cleaning maintenance in accordance with manufacturer's guidelines.</p> <p>Have the ability to complete and maintain records or the willingness to learn.</p>	<p>Ability to use IT to support the role;</p> <p>Awareness of techniques for behaviour management to ensure that students are safe in their learning areas or the willingness to learn;</p> <p>Have good practical problem solving skills;</p>
<b>Behaviour Skills</b>	<p>Be willing to undertake further training;</p> <p>Have a commitment to providing a high standard of support;</p> <p>Have committed values to The Oxford Academy and a willingness to contribute to all areas of academy life.</p>	