

| JB PROFILE | | |
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| Department: | Education | |
| Job title: | Science Technician/Teaching Assistant | |
| Reports to: | Assistant Head of Education | |
| Responsible for: | N/A | |
| Level/Grade: | Hours of work: 30 hours per week (39 weeks per annum) | Salary Scale: <u>Level 1</u> FTE £17,760 – £19,286 Pro rata TTO £12,183-£13,220 |
| <p>Job Purpose: To undertake duties in support of the work of the teaching staff in the Science Department. To take responsibility for classroom assistance in order to help promote effective teaching and learning for pupils. Support and supervise pupils throughout the school day.</p> | | |
| Job Description | | |
| <p>Key Accountabilities:</p> <ul style="list-style-type: none"> • Support the Teacher in the Science Department. • Support for Pupils • Assessment, Monitoring and Evaluation • Administration and Management of Resources • Preparation of materials and equipment for science lessons. • Maintain Science Laboratory the equipment and services in good order. • Other | | |
| <p>Main Duties and Activities:</p> <p>1. Support the Teacher in the Science Department</p> <ul style="list-style-type: none"> • Assist the teacher in the preparation of differentiated lessons and gain familiarity with the work to be covered, design appropriate teaching aides, prepare materials and the classroom to ensure an effective learning environment. • Create learning materials as agreed with the teacher to ensure maximum access to the lesson material for pupils. • Provide group and/or individual activities, planned by the teacher, working alongside the teacher according to the published timetable and for specific programmes of support to achieve learning objectives. • Reinforce and support all aspects of behavioural, social and emotional learning. • Participate in regular feedback between pupil and teacher. • Attend and contribute to staff meetings, open evenings and/or consultation evenings as required by the school. <p>2. Support and Management of Pupils</p> <ul style="list-style-type: none"> • Support all pupils in their planned work in all curriculum areas, both in small group situations and individually, clarifying and explaining instructions as required to enable them to complete the work to their full ability. • Work with pupils and assist with their specific areas of learning difficulty in order to encourage independence, maintain personal confidence and enable full potential to be reached ultimately with the minimum of supervision. | | |

- Support and assist pupils advising them on strategies to deal with problems they encounter, seek appropriate professional help when necessary referring to appropriate teaching staff for advice.
- Build positive relationships with pupils and provide an exemplary role model to encourage them to develop good social skills and become as independent as possible.
- Liaise with teachers, care staff, social workers, external professional colleagues and parents creating an effective team sharing knowledge and information to develop knowledge and understanding of the specific needs of the pupil.
- Deal with parents/ carers in cases such as: illness, mishaps, lost property etc.

3. Assessment, Monitoring and Evaluation

- Assist the teacher in keeping a record of events and progress, bringing issues of concern to the class teacher to ensure full pupil data is available to inform assessment and future planning.
- Assist in keeping records of pupil progress and report achievement in line with school policy.

4. Administration and Management of Resources

- Provide basic administrative duties such as photocopying, filing, arranging, management of resources, routine marking, display work, record keeping and collation of basic data.
- Assist in the managing of classroom organisation within the framework of the teaching and learning policy with the aim of leading the pupils on a path towards independence and individual responsibility.
- Ensure that displays of pupil's work are of a high standard and refreshed each half term and changed each term.

5. Preparation of Science Materials and Equipment

- Carry out risk assessments for technical activities.
- Dispose of waste materials.
- Collect apparatus and chemicals from storage.
- Prepare necessary solutions.
- Check individual components in and out for class use.
- Arrange for apparatus, including worksheets, books and audio-visual aids, to be available in rooms for lessons.
- Prepare experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff.
- Prepare chemicals and solutions.
- Liaise with staff over use of equipment and stock.
- Advise staff of any problems, including safety aspects.
- Assist with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials.
- Return apparatus, etc, and chemicals to storage as soon as practicable.
- Repair damages or arrange for this to be done.
- Construct apparatus and equipment.
- Purchase of sundries from local supermarkets.

6. Routine maintenance of Science Laboratory, the equipment and services

- Maintain laboratory clean and tidy in conjunction with the teacher in charge of the room.
- Clean the sinks, chemicals on bench tops, spillages of chemicals on floor.
- Store materials tidily.
- Keep equipment clean.
- Clean goggles.
- Clean safety screens, fume cupboards and other items.

- Carry out safety checks on equipment, eg Bunsen tubing, etc.
- 7. Maintain the stocks of science chemicals and equipment, for example:**
- Take stock of chemicals, consumables, stationery, books and breakable items.
 - Advise Teacher/Head of Science on stock replacement needs.
 - Order the above.
 - Check deliveries.
- 8. Other**
- Undertake break-time duties and responsibilities.
 - Keep records and carry out procedures to satisfy school policies.
 - Eat with and supervise pupils in the Dining Room.
 - Take part in educational visits, camps and school journeys.
 - Contribute individual skills in practical, sporting and creative activities.
 - When qualified and approved, drive school vehicles as required.
 - Take responsibility for own training and development, attending training courses as appropriate.
 - Undertake and other activities reasonably expected on a teaching assistant in a residential special school.

Person Specification

Criteria

Key - Essential = E; Desirable = D; Assessed by Interview = I; Assessed by Application Form = A; Assessed by Certificates = C; Assessed by References = R

Qualifications and Training

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| • GCSE or equivalent in maths and English | E | A |
| • Degree | D | A |
| • NVQ | D | A |
| • Other relevant training, eg: First Aid, Child Protection, Behaviour Management, Working with Children with ASC/SLCN, Team Teach | D | A |
| • Full, clean driving licence | D | A |

Knowledge and Experience

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| • Working with children | E | A, I |
| • Working in an educational setting | E | A, I |
| • Working with children with special needs (ASC/SCLN) | D | A, I |
| • Working as part of a team | E | A, I |
| • Working with children from a variety of cultural backgrounds | D | I |

Skills and Abilities

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| • Ability to think, write and speak clearly and concisely | E | A, I |
| • Ability to work collaboratively as part of a team | E | A, I |
| • A calm, reassuring and responsive approach | E | I |
| • Ability to manage behaviour in the classroom | E | I |
| • Ability to organise and prioritise work and resources | E | I |
| • Good ICT skills | E | A, I |
| • Practical and theoretical knowledge of behaviour management | D | I |



| Personal Attributes | | |
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| <ul style="list-style-type: none"> • Confident and self-motivated in exercising appropriate initiative | E | I |
| <ul style="list-style-type: none"> • A positive, flexible and confident attitude to work and problems | E | I |
| <ul style="list-style-type: none"> • A commitment to equality and celebrating diversity | E | I |
| <ul style="list-style-type: none"> • Patience and resilience | E | I |
| <ul style="list-style-type: none"> • Good level of physical fitness and general health | E | I |
| <ul style="list-style-type: none"> • Enthusiasm and drive for working in an ASC school | E | I |
| <ul style="list-style-type: none"> • Ability to take responsibility for own CPD | E | I |
| <ul style="list-style-type: none"> • Good sense of humour | E | I |
| <ul style="list-style-type: none"> • Unlimited empathy for working with children and a commitment to meeting the needs of the children and their families | E | I |
| <ul style="list-style-type: none"> • Genuine commitment to the ethos and work at St Dominic's School | E | I |
| <p>This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.</p> | | |
| <p>Date produced: January 2017</p> | | |