



## **Job Description for Physics Science Technician**

**Grade E – Point 13-19 (£16,491 - £18,746 pro rata FTE)**

**39 weeks (term time) + 5 days,**

**30 hours per week (FTE 0.71)**

**Reports to:** Head of Physics / Lead Technicians

**Responsible for:** Management of Physics from Year 7 to Year 13

### **Main Purpose:**

- The Technician will be responsible for the management of the Physics resources including:
- The design and delivery of curriculum support in Physics requiring an advanced level of knowledge
- Trial practical activities and assist with the production of risk assessments
- Assist Physics teachers with demonstrations
- Assist pupils and teachers with GCSE and A Level required practicals
- Ensure the department is kept clean, safe and tidy, in liaison with the Head of Department
- Store, check and repair textbooks
- Ensure equipment is stored, logged and kept in good working order
- Liaise between managers / teaching staff and support staff
- Be involved in regular team meetings with other technicians
- To support the Lead Technicians with preparation of Biology and Chemistry resources when necessary

### **Main Activities:**

- Support for the Teaching and Learning;
- Take a supportive role in planning, development and organisation of systems/procedures/policies
- Be responsible for the maintenance/quality/safety of specialist equipment.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide specialist advice and guidance as required.
- Use specialist skills/ training/ experience to support pupils.

- Be responsible for timely and accurate preparation and use of specialist equipment/ materials/ resources.
- Be responsible for the management of stock levels within Physics – liaising with the Head of Physics and undertake regular audit of department resources.
- Promote and ensure the health and safety and good behaviour of pupils at all times.
- Deliver learning activities to pupils, if required, under an agreed system of supervision.
- Be prepared to undertake training in relation to health and safety as applied to science labs. This includes first aid
- Be aware of and comply with policies, procedures and regulations relating to child protection, health, safety and security and confidentiality, 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.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professional, in liaison with the teacher, to support achievement and progress of pupils.
- Share expertise and skills with others in the science technician team.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist with the provision of out of school learning activities e.g. clubs, extra curricular activities within guidelines established by the school.
- Set up and clear away equipment for open evenings and support teaching staff at these events
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.