



**COWBRIDGE COMPREHENSIVE SCHOOL**  
**JOB DESCRIPTION**

<b>DESIGNATION/POST TITLE</b>	<b>: CURRICULUM / RESOURCE SUPPORT (SCIENCE TECHNICIAN)</b>
<b>DIVISION/SECTION</b>	<b>: SCIENCE</b>
<b>LOCATION</b>	<b>: COWBRIDGE</b>
<b>POST GRADE</b>	<b>: GRADE E (17 - 21)</b>
<b>RESPONSIBLE TO</b>	<b>: SCIENCE DEPARTMENT</b>

**JOB PURPOSE**

Under the guidance of senior staff: Provide specialist support in a specific curricular/resource area (science and Science labs), including preparation, and maintenance of resources and support to staff and pupils.

**SUPPORT FOR PUPILS**

- Use specialist skills/training/experience to support pupils
- Provide feedback to pupils in relation to progress and achievement

**SUPPORT FOR THE TEACHER**

- Create and maintain a purposeful, orderly and productive working environment
- Maintain laboratories, preparation rooms, store rooms in an orderly state
- Ensure that the same are in safe condition at the completion of the School day by switching off electrical apparatus, disconnecting apparatus, Bunsen burners etc
- Act as a Teacher support in the classroom
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials e.g. set up ICT equipment and scientific resources for lessons
- Assist in the development of lesson/work plans, administration of coursework, work sheets e.g. access science software, set up audio/visual equipment

- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and report as required
- Promote and ensure good behaviour of pupils at all times
- Undertake marking of pupils work with specialist area and accurately record achievement/progress
- Administer and assess routine tests and invigilate exams/tests
- Provide admin/clerical support to the Science department
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### **SUPPORT FOR THE CURRICULUM**

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Implement agreed work programmes/practical lessons under the guidance of the teacher

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures 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/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- 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

### **Experience**

- Experience in specific area in a learning environment
- Experience of working in a lab environment

## **Qualifications/Training**

- NVQ 3 or equivalent qualification or experience in relevant discipline (Science / Lab qualification)
- Very good numeracy/literacy skills
- Specific training in specialist area

## **Knowledge/Skills**

- Effective use of ICT and other specialist equipment/resources
- Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Relevant first aid knowledge