



IVYBRIDGE COMMUNITY COLLEGE

JOB DESCRIPTION



Job Title:	Science Technician
Pay Scale:	NJC Grade D – spinal points 8-12
Hours:	37 hours per week; 38 weeks per annum
Line Manager:	Senior Science Technician
Accountable to:	The Head of Science

Applicants will need a background of relevant scientific experience and a strong commitment to supporting the Science education of students aged 11-18. The post may include some administration support.

Job purpose:

To undertake a technical support role within the College. May assist staff with activities for students. Will have limited authority in the deployment of services but will have some responsibility for resources, such as equipment and materials. Requires a good standard of practical knowledge and experience. A range of job-related vocational training would be desirable but it is not necessary to hold a professional qualification.

Key Tasks:

- Preparing, setting out and clearing away apparatus, chemicals, textbooks, ICT and audio visual resources for classes.
- Familiarising yourself with the CLEAPPs Risk Assessments for all chemicals and hazardous materials you and your teachers work with.
- Assembling, making and repairing equipment, e.g. glassware, within their areas of expertise.
- Preparing and standardising solutions.
- Servicing the laboratories and other practical areas in the department, including prompt attention to spills, broken glassware, etc.
- Stock control and advising Subject Team Leaders of impending shortfalls.
- Preparing the requirements of individual coursework projects and/or practical examinations.
- Helping and advising staff and students with their apparatus needs.
- Checking inventories and maintaining records.
- Helping the other technicians, as appropriate, to complete their workload.
- Helping with practical activities in class, e.g., coursework projects, data logging.
- Helping to prepare the paper requirements for lessons, e.g., worksheets.
- Other tasks as requested by the Subject Team Leaders or Senior Technician.

Other responsibilities

1. Handle all confidential correspondence with discretion and in line with the Trust and College's Data Protection protocols.
2. Use appropriate ICT packages as required.
3. Set up files and update where necessary.
4. Attend occasional out of College hours functions as required.
5. To keep the Science areas clear of clutter, clean and tidy.
6. To maintain acceptable personal standards of professional dress and behaviour.
7. To be able to work efficiently under pressure, to be flexible and proactive towards changes in day to day working arrangements and priorities which are liable to change at short notice.
8. Undertake any other duties of a similar level and responsibility as may be required, as directed by the line manager.

General

1. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
2. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.
3. Be aware of and support difference to help ensure everyone has equal access to the services of the College and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
4. Contribute to the College's ethos, aims and development/improvement plan.
5. Work as part of a team, appreciating and supporting the role of the other people in the team.
6. Attend and participate in meetings as required.
7. Undertake personal development through training and other learning activities, including performance management as required.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Good general education with GCSE or equivalent in English and Mathematics	E	✓	
NVQ 3 or equivalent qualification or experience in relevant discipline	E	✓	
Willing to undertake personal development through training and other learning activities	D	✓	
CoSHH certificate	D	✓	
Experience:			
Awareness of the specific health and safety issue requirements of working in a laboratory	E	✓	✓
Experience working within an education setting previously	D	✓	✓
Experience working within a large secondary school environment	D	✓	✓
Experience in supporting and advising students in their work	D	✓	✓
Knowledge, Skills and Abilities:			
Precision in the construction, assembly and modification of apparatus used for experiments and demonstrations	E	✓	✓
Ability to exchange complex verbal information clearly and sensitively	E		✓
Ability to organise and prioritise workload to meet deadlines	E		✓
Able to maintain confidentiality and use discretion at all times	E		✓
High level of attention to detail and good problem solver	E	✓	✓
Keyboard skills required for inputting and manipulating a range of data	E	✓	✓
Further Requirements:			
Work effectively as part of the College team while also having the ability to work independently	D	✓	✓
Ability to identify and engage in training / CPD opportunities for role requirements	D	✓	✓

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery. Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.

VALUES-BASED BEHAVIOURS:			
Compassion:			
Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes	✓		✓
Aspiration:			
Working to high expectations, modelling the delivery of high-quality outcomes	✓		✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	✓		✓
Integrity:			
Acting always in the interests of children and young people	✓		✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	✓		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	✓		✓
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	✓		✓

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery. Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.

FURTHER INFORMATION

The Post

This is an opportunity to join an able, hard-working, highly committed and very well-respected team of professionals in a well-resourced department.

We have a team of seven science technicians, led by our Senior Science Technician, Mrs Fiona Peters. As Senior Technician, she leads and coordinates a crucial, highly valued area of the department's work.

The Science Department includes twenty-four teachers, with an ethos of teaching well-planned, varied and enjoyable lessons in the context of positive working relationships with the students. Everyone contributes actively to the work of the department as a whole, often participating in curriculum development and helping with extracurricular activities such as outside visits, the Science Club or Open Evenings. To join the Science Team at Ivybridge Community College would be to join a team of highly driven and inspiring staff, each with a passion for Science that the students find infectious. The team is strong, supportive and works together well to provide the best learning opportunities for the students possible.

This is a term-time post; days worked during the College holidays are very occasionally arranged, as and when necessary, and paid as additional days.

Technician Team Provision

The department is arranged on four floors, with lift access. We are fortunate to have all of the following facilities:

- 21 laboratories, with specialist resources for the subjects that are taught within them
- 5 prep rooms
- A computer room
- A Science office
- A staff workroom
- A greenhouse
- An outdoor pond

Our technicians are employed as science technicians, not as designated Biology, Chemistry or Physics Technicians, yet all have been supported in attending a variety of external training courses, such as Chemical Handling and Microbiology, in addition to their development through mutual professional support within the department. Through these training courses and the building of experience, a degree of specialism has emerged. We are happy to support training to enable further development.

Teaching Staff

The Head of Science is Mr Alan Makeham. We have three Deputy Team Leaders who are Heads of Subject and each currently leads a team of around eight staff within the department. The current post holders with departmental responsibilities are Mr Ali Bridge (Head of Biology), Miss Emma Parsons (Head of Chemistry), Mr Richard Barry (Head of Physics), Mr Jon Shellard (Head of Vocational Science) and Assistant Team Leaders; Mr Jon Hargreaves, Miss Joanne Wright and Mr Ben Stancombe. Several trainee teachers work in the department each year.

Key Stage 3

All students in Years 7 to 8 study Science for six one-hour lessons per two-week timetable, which is taught as separate subjects. Teaching groups are set for Science right from the start of Year 7. There is strong liaison with our partner primary schools, with excellent links in Science.

We run our own Key Stage 3 course with our home grown and developed Schemes of Work based on the National Curriculum. We aim to incorporate a wide variety of active teaching and learning styles and innovation is encouraged.

Key Stage 4 Courses

Our students study either Entry Level Science, Combined Science or Separate Sciences. Currently, within Science, teachers usually teach their subject specialisms to setted classes on a modular basis. All science technicians have access to Schemes of Work and resources.

Sixth Form Courses

At Sixth Form, we offer A Levels in Biology, Chemistry and Physics, alongside the AQA Level 3 Certificate in Applied Science. We have substantial numbers of students on our tertiary courses and are very proud of the Science courses that our last academic year's students went on to study at University, including Robotics, Medicine and Marine Engineering.

Extra-curricular Activities

Our team is composed of passionate scientists, with a great level of enthusiasm for enrichment. Weekly, we run a Science Club and a Girls in STEM group. We are also regularly involved with the College's Sustainability Club. We have had many tree planting sessions around the College, involving Science teachers and technicians alike.

We run an annual Enrichment Week, during which we enthuse students further with fun and fascinating Science. We also embrace Science week with many practical activities that are not on the Schemes of Work and opportunities to work with people with scientific careers.