JOB DESCRIPTION

POST TITLE:	Science Technician
POST RESPONSIBLE TO:	Lead Teacher for Science
SALARY:	SCP 9-21 £20,344 - £25,801 (full-time equivalent) Salary will be pro-rata and therefore £17,813 - £22,591 for 39 weeks (term time plus 1 week)
CLOSING DATE:	10th November 2019
INTERVIEW DATE:	14th November 2019
START DATE:	ASAP

JOB PURPOSE

To provide general and practical support to staff and students within the Science department, including preparation and maintenance of resources and equipment under the instruction of teaching staff and in accordance with robust health and safety guidance procedures.

Principal Responsibilities

- To ensure the timely delivery of the practical science curriculum by way of the safe provision and removal of relevant scientific materials and apparatus;
- To ensure the ethos of the WMG Academy and those of the sponsors are evident in every aspect of the discharge of the duties of the post;
- Model the highest professional standards to staff and learners in all aspects of the role, maintaining a visible presence around the academy and leading by example;
- Be committed to working in a forward-thinking, creative organisation, being prepared to support lead teachers in science with the delivery of lessons and learning experiences;
- To be responsible to the curriculum leader in science in co-ordinating the use of and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the academy and external organisations;
- Organising the technical support to the science area, including assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus;
- Giving technical advice to teachers, technicians and learners;
- Carry out risk assessments and ensure safe systems of work are in place and adhered to;
- Work closely with the engineering department in management of shared equipment;
- To have overall responsibility for the promotion and observance of a healthy and safe working environment for the technical support service by:-

    - actively leading and coordinating the assessment, monitoring and review of both health and safety procedures and information resources;
    - keeping up-to-date with current procedures and practices through continuing professional development;

- the provision of technical advice on health and safety to staff;
- the safe storage, use and disposal of used materials, including hazardous substances and responding to actual or potential hazards;
- to take a lead role in the design, development and maintenance of specialist resources and/or long term projects and offer professional guidance, assistance and support to learners and teachers on the practical aspects of the curriculum
- assist in the development and preparation of risk assessment and health and safety policies and procedures

- To be responsible for setting up and monitoring systems used in the management and control of practical resources including:

    - leading on stock control, compiling orders, liaising with suppliers and maintaining appropriate records;
    - monitoring and controlling financial records of the departmental expenditure in accordance with the academy's policy;
    - ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.

- To undertake the lead role within the science department on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

Teaching and Learning

- When directed to do so, plan and deliver small group sessions in which learners are tasked with completing practical or theoretical scientific work;
- Liaise with teaching staff on a regular basis and where necessary, support the delivery of the curriculum in our flexible teaching bases;
- To develop knowledge of effective teaching practices to support the delivery of the curriculum;
- To have an overview of science schemes of work and suggest ways in which the resources can support learning within these programmes.

Pastoral duties:

- To be involved in the pastoral life of the academy, fulfilling mentoring and 'company' pastoral roles in which your status as a role model within the academy is used to raise learner aspirations and sign-post to effective personal development opportunities.

Any other duties commensurate with the level of this post and as directed by the Associate Principal.

Person Specification for Science Technician

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
QUALIFICATIONS	
GCSE (or equivalent) grade C or above in Mathematics and Science	E
Relevant L3 STEM qualification	D
Degree or post-graduate study	D
EXPERIENCE	
Proven record of technical work in a STEM-related function	E
Experience of the operational functioning of a science technician environment	E
An understanding of the management of Health and Safety	E
An understanding and demonstration of barriers to learning and how to overcome this	D
Understanding of outstanding teaching, learning and assessment strategies	D
Relevant worked-based professional experience	D
Experience of working with a range of partners both in and outside the world of education	D
Experience of setting-up and monitoring systems including stock control and financial records	D
KNOWLEDGE AND SKILLS	
Excellent subject knowledge	E
Ability to create an ethos which enables all learners to achieve their potential	E
To be able to work effectively as a team	E
Excellent interpersonal skills and ability to work in partnership with a diverse range of stakeholders	E
Excellent communication skills	E
Excellent literacy, numeracy and ICT skills	E
Knowledge and understanding of health and safety policy	E
An ability to inspire learners in Y10 to Y13	D
PERSONAL ATTRIBUTES	
Commitment to well-organised, safety-driven practices	E
A commitment to equal opportunities and a strong belief in inclusive education practices and that learning for all students is supported	E
To work under pressure and meet deadlines	E
Confidentiality and discretion	E
Ability to organise, plan and prioritise	E
A commitment to safeguarding to learners within the academy	E
Enthusiasm, optimism and energy	E
Flexibility and adaptability	E

All offers are subject to clearance of references and enhanced DBS checks

FURTHER PARTICULARS

"*We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important"*

Late Professor Lord Bhattacharyya, Chairman, WMG

The WMG Academy for Young Engineers

The WMG Academy for Young Engineers is a University Technical College for 14 - 19 year old learners, opening in September 2014. Formed between a partnership of the University of Warwick (led by Warwick Manufacturing Group - WMG) and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid and Aston Martin, who are committed to providing a better way of learning for the engineers of the future.

The WMG Academy will focus on engineering, information, digital and communication technologies. It will cater for 640 learners of 14 - 19 years from Coventry, Warwickshire and Solihull. The WMG Academy will initiate and support the development of well-educated and industry trained learners who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the world of work and/or further and higher education.

Our vision

We will ensure that our learners have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the learners will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce learners with a professional ethos and culture that is in high demand in today's working world.

The focus of the curriculum will be a series of projects – real business-focused, practical problems and challenges that reflect fully the world of work. Employers will provide mentors to help our learners get a full understanding of life in engineering. This 'better way of learning' means that education will be exciting for our learners. We will give them an experience of real value; one that will lead to a diverse range of positive progression pathways for every single learner.

Team working will be the norm and learners will work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

The Role

The WMG Academy is looking for an experienced technician who has the ability, or potential, to teach. The successful candidate will inspire and enthuse learners with their passion, ensuring that the WMG Academy's outcomes in science are outstanding.

Reporting to the Lead Teacher of EBACC subjects, you will be responsible for all aspects of technical support for science.

This is a unique opportunity to be involved in a new and exciting academy; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.