



Star

## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### JOB DESCRIPTION

<b>Job Title:</b>	Lead Technician		
<b>Base:</b>	Tong Leadership Academy		
<b>Reports to:</b>	Business Manager	<b>Grade:</b>	S6 SCP 18 - 23
<b>Staff Responsibility for:</b>	Technicians	<b>Salary:</b>	£24,313 - £26,999 pro rata £22,421-£24,898 per annum
		<b>Term:</b>	<b>37 hpw Permanent</b> <b>Term time plus 4 weeks</b>
<b>Additional:</b>	As assigned		

### JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

### JOB SUMMARY

1. To lead and line manage a team of Technicians across the school. To co-ordinate their work, including their deployment, training, line management, induction and cover. To ensure common working practices, systems and procedures for Technicians are developed, implemented and reviewed regularly. This includes technical support to Science, PE and Performing Arts and Technology.
2. To lead on the design and delivery of technician support to the science department, requiring an advanced level of knowledge.
3. To manage specialist technical support services to the science department including the preparation of materials for science lessons, setting up equipment for class practical sessions, maintaining equipment and assisting teaching staff with student practical work.
4. To manage specialist technical support services to Curriculum departments including the preparation of materials for lessons, setting up equipment for class practical sessions, maintaining equipment and assisting teaching staff with student practical work. To manage the allocation and monitoring of work and be involved in departmental planning.
5. To coordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the Science Curriculum.
6. To organise and supervise Technicians together with giving technical advice and Health & Safety advice to teachers, other technicians and students.
7. To lead on the design and delivery of technician support to relevant Curriculum departments requiring an advanced level of knowledge.

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

### **1 Support for Students**

- 1.1 Use specialist skills/knowledge/experience to support students
- 1.2 To provide First Aid as necessary
- 1.3 To establish productive working relationships with students acting as a role model and setting high expectations
- 1.4 To provide advice and guidance on health and safety issues for students
- 1.5 To provide advice and guidance relating to project and/or practical work up to Advanced Level
- 1.6 To demonstrate and assist students in the setting up and use of machinery and equipment. To demonstrate techniques and skills as required
- 1.7 To prepare materials and equipment for students' use in practical activities and exams as directed by the teacher

### **2 Support for the Teacher**

- 2.1 Be responsible for the creation and maintenance of purposeful, orderly, productive working environment
- 2.2 Be responsible for timely and accurate preparation and use of specialist equipment / resources/materials
- 2.3 To use and prepare machinery/equipment/materials as required by teaching staff
- 2.4 To assist teaching staff with student practical work, up to A level
- 2.5 To manufacture equipment/apparatus for use and ensure its safety for use
- 2.6 To liaise with teaching staff on the availability of resources /materials/equipment for practical activities including examinations
- 2.7 Ensure the maintenance of stock levels, making out initial orders and checking deliveries, liaising with suppliers as appropriate
- 2.8 Maintaining an inventory of machinery/equipment/materials
- 2.9 To ensure the maintenance of stock levels, making out initial orders and checking deliveries, liaising with suppliers as appropriate
- 2.10 To provide health and safety advice to staff
- 2.11 Manage records, information and data
- 2.12 Promote and ensure the health and safety and good behaviour of pupils at all times
- 2.13 Take a lead role in the planning, development and organisation of systems/ procedures (SOPS) and policies

### **3 Support for the Curriculum**

- 3.1 To be responsible for ensuring risk assessment is carried out for practical activities
- 3.2 To provide specialist health and safety advice to staff
- 3.3 Organise and manage appropriate learning environment and resources.
- 3.4 Be responsible for maintenance/ quality/ safety of specialist equipment
- 3.5 Demonstrate and assist in the safe and effective use of specialist equipment/ materials
- 3.6 To attend and participate in curriculum team meetings

- 3.7 To support the delivery of learning activities to students within agreed system of supervision
- 3.8 To prepare rooms for teaching and arrange room swaps within the appropriate curriculum area where access to specialist resources is required
- 3.9 To assist in the administration of coursework, worksheets, cover work etc
- 3.10 Advise on appropriate deployment and use of specialist aid/resources/equipment
- 3.11 To ensure that work areas are maintained in a clean and safe condition appropriate to health and safety standards
- 3.12 Be responsible for the maintenance/quality/safety of specialist equipment and keep appropriate records
- 3.13 Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc
- 3.14 To use and prepare machinery/equipment/materials as required by teaching staff
- 3.15 To assist teaching staff with student practical work, up to A level
- 3.16 To liaise with teaching staff on the availability of resources/materials/equipment for practical activities including examinations
- 3.17 To prepare and maintain technical lists to support the schemes of work in practical departments
- 3.18 To provide highly specialised advice and guidance and required.

#### **4 Support for the School**

- 4.1 To supervise and coordinate the daily work of the technician team
- 4.2 To promote and ensure the health and safety and good behaviour of pupils at all times.
- 4.3 To be responsible for the professional development needs of the technician team and act as team leader for performance management as appropriate
- 4.4 To be involved in the recruitment of new technicians and assistants and manage their induction, line management, on the job training and mentoring
- 4.5 To liaise between technicians and relevant department leaders
- 4.6 To hold regular meetings with managed staff to continuously improve the quality of service delivery and develop a team ethos amongst the technicians in the school
- 4.7 To arrange cover if a technician is absent and coordinate the deployment of technicians at peak times or when the needs may vary across departments
- 4.8 To undertake working at heights training (PASMA) and support the ICT technician as necessary with any working at heights needs
- 4.9 To undertake Portable Appliance Testing (PAT) training and assist the ICT technician as necessary with ad - hoc PAT testing
- 4.10 Liaise regularly with line manager and coordinate the implementation of common working practices and processes and ensure good practice is shared among Technicians to ensure consistency across the school
- 4.11 Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person

- 4.12 Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- 4.13 Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- 4.14 Participate in training and other learning activities and performance development as required
- 4.15 Attend and participate in regular meetings
- 4.16 Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- 4.17 Lead for whole school in technical support and share expertise and skills with others

## **5 Management**

- 5.1 Manage a team of technicians
- 5.2 Liaise between senior staff/ teachers, administration and technical staff
- 5.3 Hold regular teams meetings with managed staff
- 5.4 Represent technicians at staff/ management/ other appropriate meetings
- 5.5 Undertake recruitment/ induction/ appraisal /training/mentoring of technicians and assistant technicians.

## **6 Responsibilities for assets and materials**

- 6.1 To maintain the confidential nature of information relating to the schools its students, parents and carers.
- 6.2 To be responsible for the care of all equipment and materials, within the Science Department in conjunction with other members of staff.
- 6.3 Responsible for the safety and day to day maintenance of machinery/equipment/materials within work areas.
- 6.4 Access to internal and external exam papers
- 6.5 The provision, use and storage of equipment and materials prepared by the post holder and used by the children with whom the post holder is working
- 6.6 To liaise with teaching staff on the availability of materials /equipment for practical examination purposes

## **7 Other responsibilities**

- 7.1 Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- 7.2 Actively promote the ethos of the school within day to day activities, including taking part in lunch and/or break duties
- 7.3 Invigilate examinations as required
- 7.4 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 7.5 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 7.6 Contribute to the wider life of the Trust and the Star community.
- 7.7 Carry out any such duties as may be reasonably required by the Trust.

## **8 Records management**

- 8.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	NVQ level 4 or equivalent qualification or experience in relevant discipline	E	✓	
2.	A level Chemistry	E	✓	
3.	GCSE (A-C) English and Maths or equivalent eg. Adult Literacy/Numeracy at level 2	E	✓	
4.	Specialist and relevant health and safety qualification / training	D	✓	
5.	Commitment to own personal and professional development	E	✓	
6.	Appropriate health and safety training	E	✓	✓
<b>EXPERIENCE</b>				
7.	Relevant experience of working in a science discipline in a learning environment	E	✓	✓
8.	Experience of working as part of a team	E	✓	✓
9.	Experience of supervising or managing staff	E	✓	✓
10.	Experience of operation of ICT packages	E	✓	✓
11.	Experience of A level preparation – chemistry preferable	E	✓	✓
12.	Recent work in a school or other organisation with children/young people to promote learning.	D	✓	✓
13.	Experience of stock control	D	✓	✓
14.	Clerical / administrative experience	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
15.	An understanding of the needs of a multicultural society.	E	✓	✓
16.	An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
17.	Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation	E	✓	✓
18.	Knowledge of Health and Safety requirements	E	✓	✓
19.	Knowledge of science / technical experience	E	✓	✓
20.	Knowledge of school procedures.	D	✓	✓
21.	Excellent numeracy and literacy skills	E	✓	✓
22.	Use of relevant equipment, technology	E	✓	✓
23.	Can use ICT effectively to support learning	E	✓	✓
24.	Good organisational skills	E	✓	✓
25.	Ability to report, record and interpret information	E	✓	✓
26.	Ability to maintain order and keep pupils on task	E	✓	✓
27.	Ability to prepare lessons	E	✓	✓
28.	Use of specialist equipment / resources	E	✓	✓
<b>PERSONAL QUALITIES</b>				
29.	Ability to relate well to pupils and adults	E	✓	✓
30.	Remain calm under pressure	E	✓	✓
31.	Will not require holiday leave during term time	E	✓	✓
32.	Maintain confidentiality in matters relating to the school, its pupils, parents and carers.	E	✓	✓
33.	Constantly improve own practice/knowledge through self-evaluation and learning from others.	E	✓	✓
34.	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	✓	✓
35.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
36.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
37.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
38.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
39.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
40.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
41.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓