



JOB DESCRIPTION

Science Technician

Responsible to: Head of Department - Science

Functional Relationships with: Teachers, students, caregivers, suppliers, Senior Leadership Team, other members of staff and public and members of the Board of Trustees.

Hours of Work: 24hrs/week (Wed, Thur & Fri)

Annual Term of Engagement: Permanent

Terms of Employment: As per the Support Staff in Schools Employment Agreement 2014-2016. The position is salary graded in the range of rates available under the Grade C.

Purpose of position: To provide preparation support for teachers and manage the laboratory resources and equipment.

Key Responsibilities	Appraisal indicators
<p>Student Support Supporting learning by ensuring students have a positive and safe experience of science laboratories. To provide the daily chemical and equipment requirements for classroom teachers.</p>	<p>Student surveys report a positive experience in Interactions with science Technicians</p> <p>Teachers report equipment and other resources are provided for teaching and learning in a timely manner</p>
<p>Health and Safety Guided by school policy and procedures, and the Code of Practice (COP) for school laboratory, identify hazards including potential mental and physical health issues or dangerous behaviour, dealing with them or reporting them in a timely manner.</p>	<p>Students' and staffs' physical and safety needs are addressed so they can participate confidently in the school's laboratory environment.</p> <p>All management requirements of COP for school laboratories as delegated by the Lab Manager are completed in a timely manner</p>
<p>Communication Regular collaboration with other technician and teachers to ensure student learning is enhanced</p>	<p>Student surveys report a positive experience in of interaction with science technicians</p> <p>A relationship of trust is enhanced with the classroom teachers.</p>



<p>Restorative Practice (RP) Guided by the school's Restorative Practice Handbook of working with students rather than doing it for or to them</p>	<p>Student, other staff and caregiver surveys report a positive relationship with science technicians</p> <p>Other forms of positive feedback, including from RP Coordinators, regarding student experience of the student encounter.</p>
<p>Management No management of other staff.</p>	

<p>Skills and Abilities</p>
<ul style="list-style-type: none"> • Pro-active “can do” attitude • Science Qualification and laboratory experience (required) • Adaptable, flexible, trustworthy and reliable • Team player and able to work independently • Having empathy, patience and a sense of humour • Professional judgement • Knowledge of computer programmes used by the school • Good literacy and numeracy skills • A life-long learner and therefore a good role model for students • A collaborative approach to teamwork across the whole school • Ability to advocate for students • Reflective thinking and practice - asking what could be done better/differently to overcome barriers and provide more efficient administration • Good level of personal organisation

<p>Specific Tasks and Duties</p>
<p>Student Support</p> <ul style="list-style-type: none"> • To provide the daily chemical and equipment requirements for classroom teachers • Manage the purchase of science related stationery, materials and other biological and chemical resources
<p>Health and Safety</p> <ul style="list-style-type: none"> • Ensure compliance to the COP for school laboratories including the handling, labelling, storage and environment safety issues for chemicals and other biological hazards as outlined by the Lab Manager • Report any hazards and remove, isolate or plan to minimise any threat to harm in consultation with Line Manager • Attend Health & Safety Committee (1 Technician) as a representative of science.



<p>Restorative Practice (RP)</p> <ul style="list-style-type: none"> • Be familiar with the school's Discipline Guidelines and Procedures (which includes the RP Handbook) and ways to deal with student behaviour which fosters trust and respect • Participate in any mediation or conversations under the RP framework of tools
<p>Communication</p> <ul style="list-style-type: none"> • Communicating with teachers and students to achieve their requests for help etc. • Regularly communicate with Line Manager, and members of the wider learning team to address any learning issues • Work collaboratively to achieve the school goals for student learning • Write up incident reports • Communicate with Line Manager about incidents of concern • Attend regular support staff meetings and professional development opportunities
<p>Management</p> <ul style="list-style-type: none"> • There are no staff management requirements for this position

General responsibility: To adhere to the school's policies and procedures, with particular reference to the Health and Safety Policy (Student Wellbeing), Discipline Guidelines and Procedures and the school's Privacy Policy. To be available to assist in other areas of school life from time to time as directed by those this position is responsible to.

Elements of the role	
Level of skill and knowledge	Level 1 2 3 4 (<i>highlight one</i>)
Degree of problem-solving ability	Level 1 2 3 4 (<i>highlight one</i>)
Degree of freedom to act independently	Level 1 2 3 4 (<i>highlight one</i>)
Degree of accountability	Level 1 2 3 4 (<i>highlight one</i>)
Level of supervision and/or management	Level 1 2 3 4 (<i>highlight one</i>)

HUTT VALLEY HIGH SCHOOL



Grade: C (3) 9-14

Employee name: _____
Florence Kelly

Line Manager: _____
Evan Sutherland

Date: ___ / ___ / ___

Approved by:	<i>Craig Braun, Executive Officer</i>
Date Approved:	<i>April 2017</i>
Reviewed:	<i>March 2019</i>