

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Science HLTA / Technician

Job Description & Person Specification

www.celtrust.org



Science at Penrice Academy

We are looking to appoint a Science HLTA/Technician to join our large, highly successful, creative and dynamic Science department. This is the perfect role for anybody who is passionate about making a difference to the lives of young people; looking to get into Science education or for an experienced technician with classroom experience. We believe that every student is a scientist, we offer them the opportunity to explore every aspect of Science, and therefore place huge importance on the role of practical work.

We also believe that being successful in Science enables students to be more curious, resilient and develops exceptional problem-solving skills. All of which are hugely important to us and are values that permeate every level of our curriculum.

This is an exciting opportunity for somebody to work within our Science team as a Science HLTA and Technician, working alongside our class teachers to raise the learning and attainment of students in Science. We offer an extensive and highly supportive programme for our new staff and a diverse range of professional improvement opportunities for more experienced staff. The successful candidate will receive in depth training from our Lead Technician. We also work closely with ITT training providers for any candidates that may be considering a career as a Science Teacher.

Job Description

- Purpose of the Post:
- ❖ To provide general practical support in science laboratories and back-up to science teaching staff
 - ❖ To be responsible for setting up and monitoring systems in the management and control of practical resources
 - ❖ To assist teachers in the delivery of the science curriculum by supporting specified classes
 - ❖ To work alongside class teachers to raise the learning and attainment of students in Science
 - ❖ To extract and work with small groups of bespoke students to give them more in depth coaching and support in science
 - ❖ To keep up to date with the latest health and safety requirements and developments within science.
 - ❖ To assist teachers by preparing resources, assembling apparatus (as required) and giving technical advice to teachers where appropriate.
 - ❖ To assist the senior technician on stock control, ordering and cleaning/servicing of apparatus.

Reporting to: Head of Science/Lead Technician

Key Contacts: Teachers, technicians, students, support staff

Location: Based at Penrice Academy but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust

Hours: 37 hours per week, 39 working weeks per year (term time + INSET)

Main Duties and Responsibilities:

- ❖ To be responsible for providing and organising practical resources to enable teachers to deliver a range of high-quality Science learning opportunities
- ❖ Support teaching and learning within the classrooms working with small groups of students following teacher's guidance
- ❖ Maintenance, preparation and cleaning of laboratory equipment and areas
- ❖ Make up and maintain class sets of equipment, chemicals and resources
- ❖ Carry out routine maintenance of equipment, reporting any problems to the HOD Science
- ❖ Organisation and maintenance of efficient storage systems for equipment, materials and chemicals
- ❖ Assist in annual stock checks and cleaning of storage areas
- ❖ To prepare display materials and equipment as reasonably requested
- ❖ Remove and display items of work in the Science department, as and when requested
- ❖ To attend meetings as appropriate
- ❖ To have a flexible timetable to provide support in classes which require more intervention
- ❖ To extract small groups of students, when appropriate, to provide more bespoke support
- ❖ To communicate regularly with teaching staff timetabled with to ensure understanding of the lesson and tasks that may require more support
- ❖ To provide admin support, as reasonably requested, for example: photocopying or laminating resources, delivering summative tests to teachers and printing any cover work

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times
- ❖ To work effectively with other members of staff to meet the needs of all students
- ❖ To work with professionalism in line with the Trust's Code of Conduct
- ❖ To attend staff meetings and Trust-based INSET as required
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate
- ❖ To be aware of and adhere to all applicable Trust policies and procedures
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> ❖ GCSE Science and Maths – Grade C or above/ or equivalent qualification 	<ul style="list-style-type: none"> ❖ A level Biology, Chemistry or Physics ❖ Science degree ❖ Other relevant qualification to the role ❖ Safeguarding Training 	Application Form / Interview
Skills and Knowledge	<ul style="list-style-type: none"> ❖ Basic numeracy for measuring, weighing and counting. ❖ Able to inspire and support young people ❖ Show initiative and approach challenges with a positive attitude ❖ Able to use data effectively ❖ Being organised and able to meet deadlines 	<ul style="list-style-type: none"> ❖ Experience of making chemical solutions ❖ Chemical safety e.g. knowledge of CLEAPSS ❖ Health and safety experience e.g. working at height training ❖ Radiation protection training ❖ Experience of using scientific equipment e.g. laboratory experience 	Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> ❖ Flexible and enthusiastic attitude ❖ Clear ability to relate to young people ❖ A commitment to a positive culture of learning ❖ Ability to work with minimal supervision ❖ Excellent communication skills ❖ Ability to work as part of a team ❖ A high level of patience and empathy 	<ul style="list-style-type: none"> ❖ Have ideas that you can turn into practice ❖ Ability to self-review effectively and set appropriate targets 	Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> ❖ Collaborate – ability to work effectively as a team ❖ Empower – ability to take initiative and problem solve in order to improve performance ❖ Leadership – To lead by example and achieve shared goals ❖ Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.



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