

LITTLE HEATH SCHOOL

Reading, Berkshire



JOB DESCRIPTION:	Technical Support Assistant
Job Title	Technical Support Assistant - Science
Grade/Salary Range/Hours:	Grade C/WBC Spinal Point 3, 37 hours per week (term time only plus 1 Inset Day)
Report to:	KS3 Leader of Science
Job Purpose:	The Technical Support Assistant will: <ul style="list-style-type: none">• improve standards of learning and achievement for all students;• help students to develop independent learning skills;• promote the school's inclusion policy by supporting students in their learning and development, removing barriers to achievement;• prepare and maintain equipment and teaching areas for specialist classes;• carry out administrative and other tasks related to the smooth running of the department;• support students in their learning and development, in small groups or with individual students as directed, including the differentiation of resources as appropriate;• work with other members of the Science team to provide practical support to class teachers through the preparation, delivery and clearing away of materials and resources.• provide specialist and laboratory support for teachers in order to ensure the smooth running of lessons, experiments, demonstrations and practical controlled assessments.

Specific responsibilities of the post

Working under the direction and supervision of a qualified teacher, TA Subject Team Leader or Head Teacher:

Teaching and Learning:

- To encourage students to improve their learning, promoting self confidence and enhanced self esteem.
- To promote and support the inclusion of all students in the learning activities in which they are involved.
- To promote high standards of student behaviour in line with the school's behaviour policy, in consultation with the classroom teacher.
- To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses / needs.
- To deliver differentiated activities and small group work with identified groups, both within and outside the classroom, under the guidance of the subject teacher.
- To work with teachers and other teaching support staff in laboratories/classrooms to support learning, particularly (but not exclusively) over practical work.
- To demonstrate experiments/skills/processes to whole classes or small groups of students.
- To demonstrate the use of specific laboratory or other specialist Science equipment to whole classes or small groups of students, in liaison with the Head of department or classroom teacher.
- To support students with the use of technical or practical equipment specific to department and subject are such as data handling machinery, or specialist laboratory equipment.
- To help students to record work in an appropriate way.
- To help students to develop more effective organisational skills.
- To support subject delivery in line with the appropriate teaching methods.
- To help raise standards of achievement for all students, including use of support and intervention programmes.

Assessment and Recording:

- To monitor students' responses to learning and provide feedback about progress to students and the teacher.
- To complete record keeping and filing in relation to student progress, in the subject area.
- To use assessment of pupil progress, in consultation with the class teacher, to identify individuals or groups of students who require additional support or intervention.
- To support teachers in evaluating and maintaining records of student progress.
- To be responsible for setting up experiments for formal and informal assessments of student progress at all Key Stages
- To contribute where appropriate, specifically in relation to student progress, to the monitoring of Personal Learning Plans and Annual Review targets.

Curriculum:

- To contribute to discussions, with teachers, head of department and other members of the TA team, on the development of programmes of study, personalised work and resources, and support programmes for students.
- To differentiate teaching resources and materials to support the teaching and learning in the department. Assessment of pupil progress should be used to inform appropriate levels for differentiation.

Student personal development and well-being:

- To promote equal opportunities for all students.
- To ensure that equal opportunities, bullying or harassment issues are dealt with appropriately in line with school policy.
- To ensure that the school follows the national policy on safeguarding and thus ensures that students are healthy and safe at school.
- To have high expectations of all students and assist the promotion/reinforcement of students' self esteem;
- To respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- To build and maintain successful relationships with students;
- To demonstrate and promote the same positive values, attitudes and professional behaviour that are expected from students;
- To be committed to raising the educational achievement of students.

Management of Staff:

- To support the SENCO in the deployment of teaching resources, including staff, in subject areas and within the Inclusion department.
- To demonstrate experiments/operation of equipment to members of staff where this requires the application of acquired skills.
- To provide training opportunities for teachers in the use of specialist/technical equipment and software such as data handling packages.

Management of Resources:

- To ensure specialist pieces of science equipment, including computers, keyboards and other digital resources, are in good working order, thus ensuring that lessons and practical experiments run smoothly, in consultation where appropriate with the school's managed ICT service.
- To prepare and set up experiments, equipment and materials (including learning materials) required for demonstrations and class practical work.
- To clean away, wash and clean relevant apparatus and scientific equipment used for demonstration purposes.
- To clean and make safe bench tops, fittings and other equipment within the area of responsibility and to ensure the labs are kept fully stocked and in a safe condition to work in.
- As advised by the Head of department, to order stock and equipment, liaising with outside suppliers and checking and storing department resources, including chemicals.
- To complete an annual stock take and maintain a departmental inventory.
- In responding to IT malfunctions, to carry out basic checks and where necessary request appropriate technical assistance, in liaison with the school's managed services provider.
- To log any faults with equipment and to fix these if they are minor problems, reporting any major problems to the Head of Department immediately.
- To test regularly stock and equipment used for teaching and learning.
- To undertake constructional work including making of ancillary equipment for teaching aids.

Relationship with key stakeholders:

- To work collaboratively with colleagues to meet the needs of all students (inc SEN students);

Other duties:

- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.
- To attend and participate in relevant meetings as required.
- To carry out all aspects of the role effectively and seek help, advice or guidance as necessary.
- To identify personal training needs and attend appropriate internal and external in-service training sessions per year.
- To attend annual appraisal and review meetings with other members of the Inclusion team.
- To provide access arrangement provisions to students in their examinations such as scribe or reader.

Specialist duties in relation to Science:

- To undertake maintenance safety checks on equipment and materials in line with appropriate Health and Safety and COSHH regulations.
- To ensure that all laboratories and the preparation room are kept tidy and in good working order for the use of staff and, where appropriate, students, in line with legislation on Health and Safety and COSHH assessments.
- To ensure that the Science department adheres to all national Health and Safety requirements.
- To assist with the preparations for events such as Science Week or STEM days.

No direct budgetary responsibility