**Job Description – Lead STEAM Technician**

Post : Lead STEAM Technician

Line Managed By : Quality Leader for STEAM Subjects

Salary : Band 6 point 9 - 13 (£21,408 to £25,120, based on term-time only working)

Working hours: Term-time only. Monday to Thursday 8.00am till 4.00pm, Friday 8.00am till 3.30pm with a 30 minute lunch break each day. Full-time hours to include working through the school holidays would be considered.

**Job Purpose**

To provide leadership for the STEAM Technician team, being responsible for the control of resources, Health and Safety, staff development and appraisal within the STEAM Technician Team. To be responsible for the technical disciplines of experimental and practical work across Science, Design Technology and Art. To deliver learning to students by providing technical advice and support in the practical and technical aspects of the curriculum by preparing, providing, maintaining, organising and managing resources for safe and secure practical work.

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**Specific Duties to the Lead Steam Technician**

* Manage, supervise and develop a STEAM technical team ensuring they are resourced, skilled and performance managed to provide technical support across Science, Design Technology and the Creative Arts from KS1 to KS4.
* Support the Quality Leader for STEAM in the recruitment and retention of staff.
* To lead the design and development and maintenance of specialist resources for long-term projects offering specialist professional guidance as appropriate.
* Manage requests for technical equipment and resources to support learning, developing a systematic safe approach to using equipment to support all key stages of the curriculum.
* Supervise the day-to-day organisation and development of other technical staff and newly qualified teachers, teaching assistants to ensure that standards of practical work are maintained.
* Advise on scientific, technological development and education developments as they relate to the STEAM curriculum. Advise teaching staff of the technical requirements of the curriculum specifying the technical support needs generated by curriculum development.
* To develop a maintenance and check programme for equipment, undertake repairs and modifications, commissioning other companies, suppliers to undertake such as required.
* Manage the departmental budgets for technical resource needs and consumables, liaising with the Finance Team to ensure best value.
* To have overall responsibility for the promotion and compliance of health and safety issues that relate to equipment and materials used by staff and pupils.
* Ensure the safe treatment, storage and disposal of equipment, apparatus and materials, including chemical and biological waste.
* Anticipate, mitigate and respond to hazardous situations to prevent harm to pupils, staff or others.
* Quality-assure the cleanliness and security of specialist practical areas and equipment.
* Devise a programme of risk assessments for activities and lessons requiring the use of technical equipment, chemicals.
* Maintain log of radioactive sources, ensure safe storage and use to relevant rules and regulations.
* Organise and monitor regular safety checks of equipment and services (e.g. electrical safety).
* Demonstrate and teach the correct and safe use of equipment for pupils and staff.
* To produce lesson plans/ deliver learning events, and monitor pupils’ work subject to a system of supervision by a qualified teacher.
* Assist the class teacher in the development of lesson frameworks and technical facilities to meet teaching/learning needs, including assisting in planning layout of facilities and advice on specialised requirements in furniture, fittings and services.
* Assess pupils’ work where the focus is on using equipment or conducting experiments and identify areas of possible improvement for pupils.
* Provide feedback to the teacher on the practical work completed by pupils.
* Provide continuous support and advice on safety to pupils during practical work.
* Assist with the administration and invigilation of routine tests and coursework tasks.
* Report potentially dangerous or unacceptable behaviour of pupils in designated practical / experimental area to the Teacher responsible for that class.
* Be involved in extra curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
* To be First Aid Trained and to contribute to the cover the School Medical Room in the absence of the Welfare Assistant

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

**Other duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the School reserves the right to update your job profile to reflect changes in, or to, your post.

**Data Protection**

You will be responsible for ensuring that workplace responsibilities within the School are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

**Health & Safety**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the School’s Health and Safety policies.

**Equality and Inclusion**

The School believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation. The School has a number of policies to support this commitment that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

**Sustainability and Environment**

Mayfield School is committed to sustainable development and environmental initiatives.  It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues.  Staff are required to support these aims.

**Right to Work**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK.

**Safer Recruitment:**

Mayfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

In line with ‘Keeping Children Safe in Education’, the school will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

New members of staff will be required to apply for Disclosure Service certification as part of the School’s staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs). Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Completed application forms should be **returned no later than 12pm Monday 31st March 2023.**

to [hollis@mayfield.portsmouth.sch.uk](mailto:hollis@mayfield.portsmouth.sch.uk) or by post to Mayfield School, Mayfield Road, Portsmouth, PO2 0RH.

Interviews will be held during the week commencing **17th or 24th April**. References will be taken up

immediately after shortlisting. Candidates are asked to ensure that their referees are advised of this.

Safer Recruitment Mayfield School and Portsmouth Local Authority are committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required.

Data Protection Act 1998 You should be aware that the information you have provided will be stored on Portsmouth City Councils secure recruitment database and will only be used to process your application. It will not be passed to any other organisation