

Job Description: Science Technician (Technician 2, Support-Technician)



Reporting to: Head of Faculty of Faculty of Human Behaviour

Key purposes of this role:

- To provide effective small group and individual instruction and skills assessment
- To provide academic support for designated groups of students to enable successful delivery of high-quality teaching and learning.
- To provide practical, administrative and technical support for academic staff and students on all science (primarily biology and chemistry) courses and enrichment in line with College and Faculty policy and objectives.
- Work effectively as part of the Science Team

Your line manager will be the Faculty Head of Human Behaviour. The support element of the role will be delivered and managed in line with our academic support systems.

	This front-line support post is accountable for:
To provide effective small group and individual instruction and skills assessment	Lead and instructing small groups of students to ensure successful practical learning
	Undertake and record practical skill assessments within your area of expertise
	Provide in-lesson and occasional short-term cover for lecturers in your School
	Undertake and record work placement visits if relevant to learning in your School
To provide academic support for designated groups of students to enable successful delivery of high-quality teaching and learning.	Effective in-class support of lecturer and students
	Supervising and supporting groups of students including independent study. This may include individual or small group instruction and/or helping to develop student's skills. Recording support provided to specific students for funding purposes.
	Provide effective support for enrichment or individual groups of students, leading activities where required. Assisting in residential and outdoor activities if it is part of learning in your School.
To provide practical, administrative and technical support for academic staff and	Manage equipment, materials and resources including base areas, stores and display. (e.g., to assist with booking of laboratory areas, to prepare equipment for teaching, manage stock, maintain and repair equipment, to ensure students and staff comply with health and safety procedures)

students on all Biology and Chemistry courses and enrichment in line with College and Faculty policy and objectives.	
	Drive minibuses where central to the work of your team
	Effectively promote and market Biology and Chemistry the provisions in line with College and Faculty initiatives
	Ensure high quality resources are prepared and available for lecturers and students in a timely manner
	Provide effective organisational support for events including cross-college where required.
	Provide effective administrative support related to your role.
	Provide specialist support cross college related to your skill base. E.g. this might include PAT testing or taking photographs.
	Provide emergency and short-term cover for lecturers
	Provide cross-college cover for other technicians at critical points
Work effectively as part of the Biology and Chemistry Team	Lead or assist in a Faculty or Cross College enrichment where required
	Identifying and reporting training needs and undertaking continuing professional development in order to respond successfully to the challenge of new student groups (in particular training on health and safety aspects of practical work)
	Share skills with other staff where appropriate
	Ensure confidentiality when dealing with student issues and maintain a high standard of communication, record keeping and liaison
	Undertake health and safety assessments of facilities and resources and be a first level first-aider and part of the College rota.
	Actively contribute to developing the Biology and Chemistry curriculum, based on national best practice and the needs of students, in order to establish and maintain a reputation for excellence
	Actively participate in appropriate reviews and meetings within Faculty and course teams when required to do so
	Address problems proactively and liaise effectively with colleagues, managers and support services
Other	Provide cross-college cover for other technicians at critical points
	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility
	Safeguard and promote the welfare of children, young people and vulnerable adults

This role may require some flexible working which may include weekends and evenings.

All staff are expected to work within College policies and procedures, with particular regard for Health & Safety, Equality & Diversity and customer service ethos.

Incremental progression is subject to satisfactory performance

Annual targets for each element in this job description will be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):
<p>Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy</p> <ul style="list-style-type: none"> • Client/Student Feedback inc Student Voice • Records of equipment maintenance • Activity data • Feedback from staff

PERSONAL PROFILE

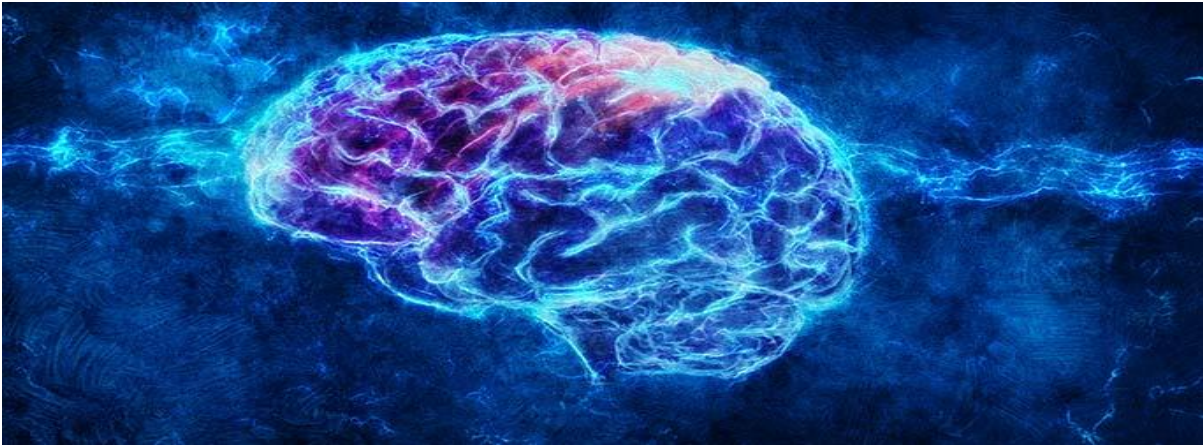
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Evidence of ability at level 3 or above (eg: A-level, NVQ Level 3, BTEC National Diploma etc.	Evidence of study of some of the content of our Biology and Chemistry courses.
		Full, current, driving licence. Minibus 'D' licence.
	Suitable to work within a College environment in the presence of children, young people and vulnerable adults and to act accordingly	Documented evidence of continuing personal development.
SKILLS/ PERSONAL QUALITIES	Ability to train and develop lab based practical skills – ideally for competency certificates	Lab based/Science sector qualifications.inc practical skills and competencies.
	Good I.T, organisational and interpersonal skills.	
	Be an effective and sensitive team player.	Familiarity with A level Biology and Chemistry, and BTEC Human Biology specifications.
	Willingness to work with students of all age groups and levels of ability.	Understanding of differentiated learning.
	Ability to assist or lead student skills sessions.	Understanding of how to motivate students.

	Ability and/or willingness to instruct or lead small teams of students within a group when required.	Lab based/science sector qualifications.inc practical skills and competencies
	Good understanding of health and safety issues	
	The enthusiasm, imagination and ability to help organise enrichment activities.	
	Innovative, pro-active and committed to high standards in student achievement.	
	Able and willing to part of the College 1 st Aider Rota	
EXPERIENCE	Practical experience in the sector	Experience leading and completing a range of experiments and lab-based investigations/sessions.

Entitlement

Just as the College has legitimate expectations of you and the fulfilment of your role, so you are entitled to expect from the College enhancement of your personal and professional development and the creation of a working environment characterised by supportive and collegiate interaction.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of



Science Technician | Faculty of Human Behaviour

Dear applicant,

Thank you for taking an interest in the position of Science Technician at Cirencester College. This is a new and exciting role that will give you the experience of supporting our Biology, Human Biology, and Chemistry courses, along with related enrichment activities across the college. The Human Behaviour faculty, in which the role is situated, is home to sport, uniformed services, and outdoor adventure; alongside a number of A level subjects such as psychology, sociology, criminology, and Law.

We are a top performing 6th form college, which was previously a tertiary college. Amongst the tertiary work we retain is some 16-19 vocational provision at levels 1 and 2, apprenticeships, a small amount of adult work including professional courses and HE. However, the vast majority of our c2950 students are doing level 3 programmes, mainly A Levels. Excitingly, the College is one of the first across the country which has been selected to deliver the new innovative T level qualifications. In November 2018 the college was graded as good with some outstanding elements.

We are located in a rural area with all the additional challenges that brings. Approximately two thirds of our students come in by coach each morning. In doing so they are choosing to come to us rather than our many competitors. We have survived and grown by listening to students (and parents) and delivering a great student experience and value added. Students come to us for the choice, the atmosphere and the freedom to develop in a safe and supportive environment.

In terms of a work setting, both the college & the Cotswolds in general, are impressive. The campus itself has seen considerable investment in new buildings. It is situated on the edge of town, adjacent to the Bathurst Estate. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a pre/post-work run.

The College is undergoing major building renovation and expansion in this area of our provision, and all engineering, construction and digital related provision will have brand new accommodation in the next academic year. This includes a contemporary new 'digital building' which is a major upgrade in technological teaching spaces for the College.



We have approximately 310 staff including managers, lecturers and a wide array of support staff.



Faculty staff work closely and effectively in subject and department teams. There are four faculties comprised of related subjects, each line-managed by a Head of Faculty and Senior Professionals, with a course leader for each subject. We encourage our staff to be innovative and proactive, seeking improvements in teaching and learning and sharing good practice throughout the year. Our staff vary in tenure from 16 years to new arrivals in September 2021. Over two thirds of the faculty have been in post for 4 years or more, many of whom enrolled onto our teacher training course over the years.

Our core priority lies in raising achievement and retention rates and all staff are encouraged to contribute ideas, share resources and collaborate in the research and planning of new initiatives and materials. It is important that you are a good team player who is prepared to work closely with colleagues and you will be expected to share the student-centred approach that imbues everything we do.

Staff development takes a very high priority across college, underpinned by a robust performance management system. This encompasses externally and internally delivered courses, internal skill sharing, peer and management observations and visits to benchmark colleges. In short, you will be very well supported in this role.

Enrichment activities are a valued aspect of the student experience and can be a successful means of putting classroom learning into context; as a technician in the area, you will be expected to provide a form in enrichment.

In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue but we are also passionate about staff development, and providing the platform for individuals to become outstanding teachers.

If you think this matches your aspirations, we look forward to receiving your application, which you should address to Human Resources.

If you decide to apply, do give some thought to the 'further information' section of your application. We always ask that you include a letter in support of the application and find this particularly helpful at the short-listing stage.

If you have any questions about the post, please contact me on dan.wixey@cirencester.ac.uk

Dan Wixey

Head of Faculty
Faculty of Human Behaviour