



Job Description

Science Facilitator

School:	Science and Computing -specialising in Physics
Grade:	Scale 4 -5 (general) / Scale 5 – 6 (Specialist)
Hours:	36 hours per week, 42 weeks per year to cover term times.
Location:	Richmond Campus

MAIN SCOPE OF POST

The Science Facilitator post holder will work with both lecturers and students of Chemistry, Biology and Physics. The post holder will actively help drive the subject both within and outside of the curriculum to make science engaging, stimulating and valued.

The role involves supporting and assisting the Science team in practical lessons and set up, to ensure the students can maximise their practical time and achieve the highest possible results.

The post holder should have a proven record of practical science skills, ideally including preparing chemicals and chemistry procedures, as well as working directly with the students in the classrooms to assist with experimental delivery and be a professional advocate of the specialism

DUTIES:

- Give demonstrations in the use of equipment, materials and curriculum area techniques
- Assist in the preparation of teaching materials, setting up and dismantling of workshop assessments
- Assist in workshop instruction under the direction of the lecturer
- Ensure workshop equipment is in working order ready for learning sessions
- Support the lecturer in overseeing the quality of learners work
- Provide technical support to students and assist the lecturer in the assessment process
- Provide direct formative assessment if required
- Provide cross-college support as required by the other technician / facilitator teams
- Record assessment details as instructed by the lecturer

- Help in portfolio building as required
- Preparing standard solutions, equipment and setting up apparatus as required for student projects, classes and staff.
- Assisting in the ordering of equipment and consumables and maintaining a record of assets.
- Ensuring that all work areas are clean and tidy.
- Issuing equipment, tools and materials explaining safety features and usage as required.
- Carrying out safety checks in working areas to ensure working conditions conform to Health and Safety regulations.
- Constructing and maintaining equipment for teaching purposes and student projects.
- Providing support for evening classes.
- Having an involvement in the use of IT in the science curriculum.

General Duties

- To participate fully in appraisal according to the College requirements and undertake training and development likely to improve personal knowledge and skills as required.
- To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department.
- To propose any ideas that may help to promote and extend the College's reputation and efficient running of the College.
- To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult Protection, Quality and Financial regulations. To report any concerns to the appropriate person.
- To use appropriate management information to recognise and support diversity in the student cohort.
- To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.
- To be available to assist in enrolment procedures. This may require additional hours including evenings and weekends, for example during the Autumn Term.
- To work flexibly, this will include evenings, open days, parents' evenings and possibly weekends. Where this requires working outside normal working hours (e.g. evening/weekend working) time off in lieu arrangements will apply.
- To undertake any other duties commensurate with your level of responsibility as may be required by the College Leadership Team.

Expectation for all staff

All members of staff at the College are expected to be:

➤ Responsive & Adaptive

Responsive to change, creating new opportunities for meeting new challenges

➤ Creative, imaginative and entrepreneurial

Innovators and commercially aware

➤ **Collaborative**

Promote 'team-ship' through collaboration and taking pride in their work and the College

➤ **Passionate professionals**

Role models committed to continually improving themselves and ultimately the experience and success of our students

➤ **Accountable**

Understand the impact of (and take responsibility for) their actions upon College stakeholders

Further Education is an every changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

Person Specification

Qualifications	<i>Essential</i>	<i>Desirable</i>	<i>How assessed?*</i>
<ul style="list-style-type: none"> Hold an appropriate Science qualification eg. A Level, BTEC. 	✓		Cert/AF
<ul style="list-style-type: none"> Hold Level 2 Maths and English qualification. 	✓		Cert/AF
Knowledge, Skills and Experience			
<ul style="list-style-type: none"> Have relevant experience of working in a Science environment 	✓		AF/IV
<ul style="list-style-type: none"> Have relevant experience of working in an academic environment 	✓		AF/IV
<ul style="list-style-type: none"> Have a demonstrable passion for Science 	✓		I
<ul style="list-style-type: none"> excellent team-working skills with a record of working co-operatively to achieve individual and team goals. 	✓		I
<ul style="list-style-type: none"> Be able to respond to the challenge of a varied work load. 	✓		I
<ul style="list-style-type: none"> Have good organisational and self-management skills with the ability to work to deadlines, multitask, maintain accurate records, prioritise and be flexible. 		✓	I
<ul style="list-style-type: none"> Be proficient in Microsoft Office applications (Word, Excel, Internet and email) 	✓		I
<ul style="list-style-type: none"> Good interpersonal skills, including self-motivation, initiative, enthusiasm and professionalism 	✓		I
<ul style="list-style-type: none"> Be able to communicate concisely and sensitively, both orally and in writing to a variety of audiences 	✓		I
<ul style="list-style-type: none"> Be able to confidently provide equipment demonstrations 	✓		IV
<ul style="list-style-type: none"> Demonstrate competency in related practical skills in science 	✓		PE/I
<ul style="list-style-type: none"> Have an understanding of the required student assessment methods and criteria 	✓		I
<ul style="list-style-type: none"> Have the ability to work and build a rapport with students of varied age and ability to drive success and achievement 	✓		AF / I
Other Attributes			
<ul style="list-style-type: none"> Be able to demonstrate knowledge of and commitment to Equal Opportunities and how to incorporate it in to the job role. 	✓		I
<ul style="list-style-type: none"> Possess a clear understanding of Health and Safety regulations and how they apply to the post 	✓		AF/I

*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test

Cert = Certificates checked on induction