

JOB DESCRIPTION: SECONDARY SCHOOL TECHNICIAN

LAST REVIEWED: January 2023

VALID: 2022-25 School Years

JOB POSITION: Secondary School Technician

REPORTS TO: Head of Department

WORKS WITH: Department teachers, Principal's Assistant, Director of Government Relations, Purchasing and Operations staff, Zhongkao Coordinator.

OVERVIEW OF PURPOSE

To work with teachers as part of a professional team to support learning by providing technical assistance through working with pupils in the delivery/demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils. Areas of responsibilities

RESPONSIBILITIES

1. SUPPORT TO THE CLASSROOM

- a) Plan and implement the preparation and distribution of apparatus to the laboratories/ classrooms as requested by teaching staff.
- b) Advise and check work that is carried out in the science laboratories or Design classrooms and prep rooms by outside contractors.
- c) Attend lessons and assist teaching staff with demonstration lessons and practicals when required.
- d) Set up and test experiments or practical activities to ensure they perform as expected.
- e) Maintain equipment before lessons, assessments and examinations to ensure that they work.
- F) Assist in covering work and supervision when teaching staff are absent.
- g) Implement structured and agreed on practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher
- h) Contribute to the planning and development of systems, policies and procedures for their technical area.
- i) Provide clerical and administrative support to the classroom teacher as directed
- j) Support the planning, administration and execution of events held by the department such as exhibitions and competitions.
- k) Under the direction of a teacher, supervise planned learning activities of individuals, groups or whole classes of pupils.

- l) Under the direction of a teacher, facilitate learning activities for groups and/or whole classes of pupils.

2. ADMINISTRATION

- a) Carry out the annual audit of stock.
- b) Label and store equipment in a logical manner that allows for easy retrieval and identification of lost items. Maintain a reference guide and inventory along with the labelling system for review and use.
- c) Keep a record of the curriculum area budget expenditure and track trends from year to year.
- d) Provide faculty with an overview of stationery and stock and maintain supplies.
- e) Update records, including production of reports and analysis of information to be available on demand for review and inspection.
- f) Help with the organization of department trips including help with the supervision of students during the trip.
- g) Provide accurate and timely translation of key communications for members in the department, government guidelines, learning resources and other translation tasks as assigned by the Head of the Department.

3. RESOURCES

- a) Assist with the development of teaching resources.
- b) Liaise with technical and teaching staff regarding any problems in the ordering of apparatus or consumable items.
- c) Liaise with technical and operations staff for the routine servicing of all equipment in the department and arrange refurbishment and upkeep as required.
- d) Ensure the clean, safe and appropriate operation of equipment as needed and arrange maintenance and servicing, annually or as appropriate.
- e) Collect materials from school grounds and local suppliers.
- f) Prepare and make teaching aids as required.
- g) Develop, prepare and maintain specialist resources as required.
- h) Order and maintain resources within an agreed budget.
- i) Demonstrate the use of equipment to technical and other staff.

4. HEALTH, SAFETY AND SECURITY

- a) Align all practices to meet the minimum standards as set out by [CLEAPSS](#) for safety and appropriate procedures for risk assessment and good practice.
- b) Establish and implement appropriate risk assessments for use by teachers and students for class practical work and the broader use of equipment within the department on a regular basis.

- c) Ensure the school is in line with or exceeds minimum government regulations related to the safe storage of equipment.
- d) Maintain the safe storage of tools and equipment
- e) Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.
- f) Serve as health and safety representative for the curriculum area and attend Health and Safety meetings as required.
- g) Handle emergencies in classes, breakages and spillages of chemicals in line with international safety standards.
- h) Check materials and equipment before and after use by the class for quantity and damage.
- i) Ensure the safe and secure storage of allocated resources/materials/equipment to prevent unauthorized access/misuse.
- j) Complete the annual portable appliance testing (PAT) for appliances and equipment within the department or the local equivalent to ensure all portable appliances are safe to use. (See j).
- k) Ensure adherence to health and safety regulations by technical support staff within the school within the curriculum area.

5. SUPPORT FOR SCHOOL

- a) Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- b) Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- c) Be aware of, support and ensure equal opportunities for all.
- d) Contribute to the overall ethos/work/aims of the school.
- e) Appreciate and support the role of other professionals.
- f) Attend and participate in relevant meetings as required.
- g) Participate in training and other learning activities and supervision, performance evaluation and professional development as required.
- h) Assist with pupil needs as appropriate during the school day.
- i) Attend supervision duties of students for the school as assigned.

OTHER

Assist with other duties as assigned by the Head of the Department and/or the Secondary School Management Team (SMT).

PERSON SPECIFICATION (PS): TECHNICIAN

PS.A. EXPERIENCE

1. Five or more years of successful experience in a related discipline and role at another international school
2. Understanding of IBDP & MYP teaching (preferred)
3. Two or more years serving in international schools (preferred)

PS.B. QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university (required);
2. Master's degree in an education-related field (preferred)
3. Fluent English speaker (required)
4. Technician qualification (preferred)

PS.C. KNOWLEDGE/SKILLS:

1. An excellent standard of practical knowledge.
2. A working knowledge of relevant equipment.
3. Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
4. Ability to organize, lead and motivate other staff.
5. Good communication/interpersonal skills.
6. Ability to relate well to children and adults.
7. Good organizing, planning and prioritizing skills.
8. Methodical with good attention to detail.

PS.D. BEHAVIOURAL ATTRIBUTES:

1. Follows the school's Code of Conduct and demonstrates Daystar Academy Core Values
2. Builds personal relationships with stakeholders, through regular contact and consultation.
3. Coaches and empowers team members to take responsibility for ensuring customer care.
4. Understands the school's development plan and how it relates to team and individual objectives.
5. Accepts, supports and quickly implements change.
6. Identifies and promotes best practice and encourage the sharing of ideas.
7. Proactively seek opportunities to increase job knowledge and understanding.
8. Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilize the diversity of team members.
9. Works with others to resolve differences of opinion and resolve conflict.
10. Requires minimum supervision.
11. Takes responsibility for own and team actions.
12. Identifies and overcomes barriers and manages risks.

13. Takes quick and effective action.
14. Demonstrates focused implementation of role and responsibilities.
15. Builds strong team ethos where everyone feels valued.
16. Provides timely, sensitive and honest feedback on performance.
17. Is accountable for own development and encourages the ownership of development needs amongst team members.

PS.E. CHILD PROTECTION

In addition to the ability to perform the duties of the post, issues relating to child protection and promoting the wellbeing of children will need to be demonstrated, these will include:

1. Motivation to work with children and young people.
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
3. Emotional resilience in working with challenging behaviors and
4. Attitudes to use of authority and maintaining discipline.

职位描述：中学技术员

最后审核：2023 年 1 月

有效期：2022-25 学年

职位名称：中学技术员

汇报对象：部门负责人

合作对象：部门教师，校长助理，政府关系主任，采购和运营人员，中考协调员

工作概述

与教师一起作为专业团队的一部分工作，通过与学生共同实施/演示实践学习活动以及为学生准备和维护教学区域和设备来提供技术支持，支持学习。职责范围

职责

1.课堂支持

- a) 按教学人员要求计划和实施实验室/教室设备的准备和分发。
- b) 指导并检查由外部承包商在科学实验室或设计教室和备课室中进行的工作。
- c) 当需要时参加课程并协助教学人员进行演示课和实践课。
- d) 设置和测试实验或实践活动，以确保它们能够按预期运行。
- e) 在课前、评估和考试前维护设备，以确保其工作。
- f) 在教学人员缺席时协助授课和监督工作。
- g) 按照教师的指导，为团体或个别学生实施有结构和共识的实践学习活动。
- h) 为其技术领域的系统、政策和程序的规划和发展做出贡献。
- i) 根据指示为课堂教师提供文书和行政支持。
- j) 支持由部门举办的展览和比赛等活动的计划、管理和执行。
- k) 按教师的指示监督个人、小组或全班学生的计划学习活动。
- l) 在教师的指导下，为小组和/或全班学生提供学习活动的支持。

2.管理

- a) 进行年度库存审计。
- b) 以逻辑方式标记和存储设备，以便易于检索和识别丢失的物品。维护参考指南和清单以及标记系统供审核和使用。
- c) 记录课程区域预算支出并跟踪年度趋势。
- d) 为教职员工提供文具和库存概览，并保持供应。

e) 更新记录，包括制作报告和分析信息以供随时查看和检查。

- f) 根据需要准备教学辅助工具。
- g) 根据需要制定，准备和维护专业资源。
- h) 按照预算要求订购和维护资源。
- i) 向技术和其他工作人员演示设备的使用。

3. 资源

- a) 协助开发教学资源。
- b) 与技术 and 教学人员沟通，了解设备或消耗品订购中的任何问题。
- c) 与技术 and 运营人员沟通，对部门内的所有设备进行例行维护，并根据需要安排翻新和保养。
- d) 根据需要确保设备的清洁、安全和适当运行，并安排每年或适时的维护和保养。
- e) 从学校和当地供应商收集材料。
- f) 根据需要准备和制作教具。
- g) 根据需要开发、准备和维护专业资源。
- h) 在约定的预算内订购和维护资源。
- i) 向技术和其他工作人员展示设备的使用方法。

4. 健康、安全和安保

- a) 将所有实践与 CLEAPSS 的最低安全标准相一致，确保风险评估和良好实践的适当程序。
- b) 为教师和学生建立和实施适当的风险评估，用于课堂实验和部门内设备的广泛使用。
- c) 确保学校符合或超过与设备安全存储有关的最低政府法规。
- d) 维护工具和设备的安全存储。
- e) 确保废弃物的安全处理和处置，包括危险物质，并对实际或潜在的危害做出回应。
- f) 担任课程领域的健康与安全代表，并按需参加健康与安全会议。
- g) 根据国际安全标准处理课堂紧急情况、瓶颈和化学物质泄漏。
- h) 检查课堂使用的材料和设备的数量和损坏情况。
- i) 确保被分配的资源/材料/设备的安全存储以防止未经授权的访问/滥用。
- j) 完成部门内电动工具和设备的年度便携式电器测试（PAT），或相应的本地测试，以确保所有便携式电器的安全使用。（见 j）。
- k) 确保学校技术支持人员在课程领域内遵守健康与安全法规。

5. 学校支持

- a) 促进和保护您负责或接触的儿童和年轻人的福利。
- b) 熟悉并遵守有关儿童保护、健康、安全和保密以及数据保护的政策和程序，向适当的人报告所有问题。
- c) 了解、支持和确保平等机会。

- d) 为学校的总体精神、工作和目标做出贡献。
- e) 珍视并支持其他专业人员的角色。
- f) 按要求参加和参与相关会议。
- g) 参加培训和其他学习活动，接受监督、绩效评估和专业发展。
- h) 在学校日常工作期间根据需要协助学生的需求。
- i) 按指定参加学校对学生的监督职责。

其他

根据部门负责人和/或中学管理团队（SMT）的指示协助完成其他职责。

人员要求（PS）：技术员 PS.A. 经验

- 1. 在其他国际学校的相关领域和角色中拥有五年或以上的成功经验。
- 2. 理解 IBDP 和 MYP 教学（首选）。
- 3. 在国际学校服务两年或以上（首选）。

PS.B. 资格：

- 1. 本科学历（必需），来自认可的大学。
- 2. 教育相关领域的硕士学位（首选）。
- 3. 流利的英语口语（必需）。
- 4. 技术员资格（首选）。

PS.C. 知识/技能：

- 1. 出色的实践知识水平。
- 2. 熟悉相关设备的工作知识。
- 3. 能够建设性地作为团队的一部分工作，理解学校的角色和责任以及你在其中的位置。
- 4. 能够组织、领导和激励其他员工。
- 5. 良好的沟通/人际交往技能。
- 6. 能够与儿童和成人良好地建立关系。
- 7. 良好的组织、规划和优先安排能力。
- 8. 方法有条理，注重细节。

PS.D. 行为属性：

- 1. 遵守学校的行为准则，并展示 Daystar Academy 的核心价值观。
- 2. 通过定期联系和咨询与利益相关者建立个人关系。
- 3. 辅导和授权团队成员负责确保客户关怀。
- 4. 理解学校的发展计划以及它与团队和个人目标的关系。
- 5. 接受、支持并迅速实施变化。
- 6. 识别和推广最佳实践，并鼓励分享思路。

7. 积极寻求增加工作知识和理解的机会。
8. 重视个体的多样性，灵活的方法满足个人需求，有效利用团队成员的多样性。
9. 与他人合作解决意见分歧和解决冲突。
10. 需要最少的监督。
11. 对自己和团队的行动负责。
12. 识别和克服障碍，管理风险。
13. 采取快速有效的行动。
14. 展示专注实施角色和职责。
15. 建立强大的团队精神，让每个人都感到重要。
16. 提供及时、敏感和诚实的绩效反馈。
17. 对自己的发展负责，并鼓励团队成员拥有发展

PS.E. 儿童保护

除了能够胜任职务的能力外，需要展示与儿童保护和促进儿童福祉相关的问题，包括：

1. 与儿童和青少年一起工作的动机。
2. 与儿童和青少年建立和维护适当的关系和个人界限的能力。
3. 在处理具有挑战性的行为时具有情感上的韧性。
4. 对权威的使用和维护纪律的态度。