

Job Description - Science Assistant

Job Purpose

The role of the Science Assistant is to support a high quality teaching and learning environment.

Responsible To

The position holder reports directly to the Middle Years Leader and Science Teacher who reports directly to the Principal (or his/her delegate).

Key Duties

Responsibilities:

- To collaborate with the science teacher in regards to resources, support etc in the day to day operational needs of teaching and learning science & STEM in Island Christian Academy.
- To prepare, update and manage science-related materials/resources, including those related to data-capturing systems, digital multimedia resources and web-based materials.
- To prepare, construct, operate and maintain apparatus and equipment, and to conduct routine science tests.
- To purchase apparatus, equipment and other items necessary for primary and middle school science room.
- To keep the science room stocked with necessary equipment and consumables (in collaboration with teachers) keep inventory, carry out annual stocktaking etc.
- To help prepare a science budget each year.
- To organise maintenance of science-related facilities on a needs basis.
- To assist in coordinating the use of resources with teachers across the school.
- To review and follow safety protocols for the handling and disposing of chemicals.
- To provide support and advice on the promotion of science room safety.
- To manage STEM materials.
- To provide support in Science and Technology Middle Years lessons where relevant.
- To provide support and advice on science-related learning (e.g. science club activities, "lesson study" in Science Education Key Learning Areas).
- To assist teachers to supervise students with diverse interests and abilities in performing science experiments.
- To assist primary teachers in planning, trying out and conducting science experiments and relevant demonstrations, as well as other science-related activities (e.g. science/STEM-related projects and competitions).
- To undertake any other duties as required.