

Curriculum & Technical Support Assistant: Science

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX

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We have an exciting opportunity for a permanent, full-time Curriculum & Technical Support Assistant to join our outstanding Science team, supporting teaching and learning within the Science curriculum area.

Contract	Permanent, Full-time
Hours/Weeks	39 weeks term-time 35 hours per week, Monday to Friday 08:00am to 3.30pm (pattern may be subject to change dependent on school needs)
Salary Range	Grade 6, SCP 18-23 (£31,537 to £34,434 per annum FTE)
Actual Salary	£25,959 to £28,344 per annum
Start Date	ASAP

About the role:

Working closely with the Curriculum Area Leader for Science, the successful candidate will play a key role in providing student-facing support and with administration and preparing resources and equipment for lessons. You will directly support students both in the context of whole class support and in small groups, helping to promote progress, independence and engagement in learning. You will also provide technical and administrative support, including the preparation of practical resources and equipment, assisting with lesson planning, maintaining stock and ensuring that learning environments are safe, organised and well-resourced.

Experience of working in a similar role or educational setting is essential, and experience within a science environment would be advantageous. This role would be ideal for someone who shares our vision of providing a positive and inclusive learning experience for all students.

Full details about the role can be found in the attached Job Description and Person Specification.

About Penistone Grammar School:

Our school culture is built around our 5 Core Values: Aim High, Be Determined, Be Kind, Be Proud and Be Supportive. We are also extremely proud of our ambition to achieve excellence through a values driven education. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes.

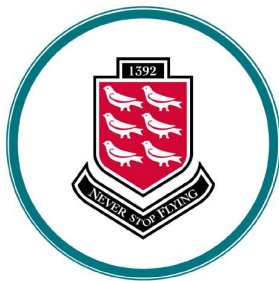
We are committed to professional development for all staff, regardless of role. We have an innovative staff development programme, which truly empowers teachers to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them. As a school, we pride ourselves on innovative practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

How to Apply?

Please complete and submit the attached Associate Staff Application Form to HR@penistone-gs.uk by **10:00am on Friday 16th October 2026**.

For any questions about the role or our school, please contact Rebekah Williams (HR Officer) on 01226 762114 or email HR@penistone-gs.uk





Job Description

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Curriculum and Technical Support Assistant: Science
Responsible to	Curriculum Area Leader: Science
Responsible for	N/A
Grade	Grade 6 Points 18-23
Purpose of the Role	To work under the guidance of the Curriculum Area Leader and Subject Leaders to directly support teaching and learning within the Science Curriculum Area. To supervise whole classes occasionally as directed by the CAL: Science or Subject Leaders or Subject Area Leaders.

The following information is provided to assist staff joining the school to understand and appreciate the work, content of the post and role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

CONTEXT

The Curriculum Support Assistant for Science is based within the Science Department and is an integral part of the Science Curriculum Team. The Curriculum Support Assistant is expected to work closely with and under the direction of the Curriculum Area Leader: Science, creating capacity to facilitate good or better progress for all students within Science both directly in terms of class supervision and small group work (significant proportion of the role), and indirectly in terms of general administration and the preparation of resources and equipment for lessons.

MAIN DUTIES

DIRECT STUDENT SUPPORT (60% to 70% of the role)

Support for Students:

1. Use specialist skills, training and/or experience to support students within Science, both in the context of whole class support and small group work.
2. Assist with the development and implementation of individual education plans and intervention strategies for individual students.
3. Establish productive working relationships with students, acting as a role model and setting high expectations.
4. Promote the inclusion and acceptance of all students within the classroom.
5. Support students consistently whilst recognising and responding to their individual needs.
6. Encourage students to interact and work co-operatively with others and engage all students in activities.
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
8. Provide feedback to students in relation to progress and achievement.

Support for the Teacher:

1. Work with the teacher to establish an appropriate learning environment.
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
3. Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.

Aim High



Be Determined



Be Brave



Be Supportive



Be Proud

MAIN DUTIES

4. Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
5. Support Department and students with catch-up and intervention where missed learning is identified.
6. Be responsible for keeping and updating records as agreed with the CAL: Science or Subject Leaders, contributing to reviews of systems/records as requested.
7. Undertake marking of students' work and accurately record achievement/progress.
8. Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
9. Liaise sensitively and effectively with parents and carers as agreed with the CAL: Science or Subject Leaders within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
10. Administer and assess routine tests and invigilate exams/tests.
11. Provide general clerical and administration support, for example, administer coursework and produce worksheets for agreed activities.
12. Undertake whole class supervision as directed by the CAL: Science or Subject Leaders.

TECHNICIAN SUPPORT (40% to 30% of the role)

Provision of Practical Requirements

1. Preparation of equipment and materials for practical lessons.
2. Collecting together and setting up equipment.
3. Setting up of experiments and/or other practical lesson elements.
4. Clearing away after each lesson.
5. Cleaning equipment and apparatus, storing resources appropriately.
6. Safe and appropriate disposal of waste materials.
7. Setting up of computers and specialist programmes or associated equipment.
8. Preparing KS4 controlled assessments or similar.
9. Preparing cover work for absent teachers under the direction of the Curriculum Area Leader.

Organising and Managing Practical Resources

1. Preparation and maintenance of resources (including where appropriate chemicals and solutions).
2. Maintaining stocks of resources.
3. Ensuring efficient use of resources, mediating between staff.
4. Stock control of equipment, resources (including where appropriate chemicals), books, stationery.
5. Maintaining up to date records of stock including inventory.
6. Ordering consumables, ensuring stock levels are maintained.
7. Discussing with teaching and technician staff their requirements.
8. Input orders on to the school's financial management system.

GENERAL SUPPORT FOR THE CURRICULUM (Relevant and applicable to both elements of the role)

1. Attend and contribute to Departmental Meetings as directed by the CAL: Science.
2. Determine the need for, prepare and maintain general and specialist equipment and resources.
3. Undertake stock-checks and replenishment of stock as necessary.
4. Support the CAL: Science to manage budget(s) within the curriculum area.
5. Prepare and update risk assessments as directed by the CAL: Science.
6. Organising, duplicating and filing of worksheets, examinations or similar resources.
7. Maintaining schemes of work by making changes when advised by staff or suggest changes in view of equipment resource implications Filing away KS4 work including student coursework.
8. Preparing samples of student work for internal and external verification.
9. Construction of equipment and/or resources.
10. Liaising with other staff and departments where necessary.
11. Development of ICT within the department, including usage of software and hardware.
12. Technical support for teaching and associate staff.
13. Research and testing of practical activities and equipment.



MAIN DUTIES

14. Advising and helping student teachers, volunteer placements and supply or cover staff.
15. Ensuring health and safety policies are adhered to.
16. Security and cleaning of technician's work areas.
17. Safe and appropriate storage of resources (which may include chemicals).
18. Secure storage of all resources.
19. Attend courses beneficial to the school and for personal development.
20. To act as a designated first aider.

GENERAL INFORMATION

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
2. To promote actively the school's policies.
3. To actively promote and participate in personal professional development and the professional development of colleagues.
4. To ensure compliance with the school's Health and Safety Policy and undertake risk assessments as necessary.
5. To ensure compliance with the school's procedures concerning safeguarding.

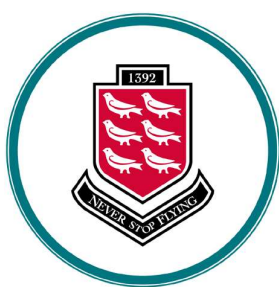
OTHER POINTS OF NOTE

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.
- Employees are expected to maintain a standard of business dress conducive to their position as a professional and in setting an example to students.

REVIEW ARRANGEMENTS

The details within this job description were revised in **June 2026** and will be reviewed annually as part of the Appraisal process.





PERSON SPECIFICATION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Curriculum and Technical Support Assistant: Science
Responsible to	Curriculum Area Leader for Science
Responsible for	(Not Applicable)
Grade	Grade 6 Points 18-23
Purpose of the Role	Working under the guidance of the Curriculum Area Leader the Curriculum Support Assistant will directly support teaching and learning within Science to secure the highest standards in terms of achievement for all groups of students including those with Special Educational Needs and disabilities.

SKILLS AND ABILITIES	Essential	Desirable
Ability to self-evaluate learning needs and actively seek learning opportunities	☒	☐
Ability to relate well to children and adults	☒	☐
Ability to understand classroom roles and responsibilities and your own position within these	☒	☐
Ability to understand principles of child development and learning processes and in particular, barriers to learning	☒	☐
Ability to plan effective actions for students at risk of underachieving	☒	☐
Good management and organisational skills; able to prioritise time and tasks in order to meet deadlines and provide a friendly and efficient service	☒	☐
Good administrative skills	☒	☐
Excellent interpersonal and communication skills	☒	☐
Ability to work independently, using own initiative	☒	☐
Ability to act upon instruction	☒	☐
Ability to communicate at all levels, both written and verbal, with Senior Managers, staff, students and outside agencies	☒	☐
Ability to work well as part of a team while maintaining responsibility for own individual tasks	☒	☐
Ability to present work to a high standard	☒	☐
Ability to work accurately	☒	☐
Ability to organise own time and resources effectively to meet deadlines	☒	☐
Ability to demonstrate initiative and respond to situations that may arise	☒	☐
Good planning and organisational skills and a flexible approach to the management of work	☒	☐
Good ICT skills including use of Microsoft packages and SIMS	☒	☐

Aim High



Be Determined



Be Brave



Be Supportive



Be Proud

SKILLS AND ABILITIES	Essential	Desirable
Ability to work safely with a variety of equipment	☒	☐
Ability to remain calm under pressure, generally and specifically when administering first aid	☒	☐
Ability to demonstrate a responsible and conscientious approach, generally and specifically in relation to health and safety matters	☒	☐
Excellent eye for detail with high levels of presentation and display skills	☒	☐
EXPERIENCE	Essential	Desirable
Recent relevant experience working in a similar role	☒	☐
Recent relevant experience in Science	☐	☒
Experience of working with secondary-age children	☐	☒
Experience working with children	☒	☐
Experience of working with children of secondary school age	☐	☒
Experience of working in a learning environment	☒	☐
Experience of working with students with special educational needs and disabilities	☐	☒
Experience of working within health and safety procedures	☒	☐
Experience of carrying out first aid duties	☐	☒
EDUCATION, QUALIFICATIONS AND TRAINING	Essential	Desirable
Minimum of 4 GCSEs (or equivalent) at grade C or above generally and specifically in Science and Maths	☒	☐
A Level 3 teaching assistant or classroom support qualification (or equivalent)	☒	☐
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.	☒	☐
Qualified to A level standard in Science	☒	☐
An HLTA qualification (or willingness to work towards)	☐	☒
An appropriate further or higher level Science-based qualification	☐	☒
A first aid qualification, or willingness to become first aid trained	☒	☐
Evidence of further or higher education training in a relevant subject or area	☐	☒
Qualified to use specialist equipment	☐	☒



GENERAL AND SPECIAL KNOWLEDGE	Essential	Desirable
Effective use of ICT and other specialist equipment/resources	☒	☐
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	☒	☐
Working knowledge of the science curriculum and other relevant learning programmes/strategies	☐	☒
Understanding of principles of child development and learning processes	☒	☐
To have a full understanding of the range of support services/providers	☒	☐
Awareness of current Health & Safety Legislation and procedures	☒	☐

ADDITIONAL FACTORS	Essential	Desirable
Evidence of a direct positive impact upon the outcomes of different groups of students	☐	☒
A commitment to the on-going development of Penistone Grammar School	☒	☐
A willingness to share information and expertise	☒	☐
Honesty and reliability	☒	☐
A commitment to providing the highest standards of customer service	☒	☐
A flexible approach to accommodate the changing needs of the school	☒	☐
Personally well presented	☒	☐
A positive attitude	☒	☐
A love of the subject and interest in the work involved	☒	☐
A willingness to lead by example	☒	☐
A commitment to undertake further professional development	☒	☐
A commitment to delivering excellent service for service users	☒	☐

