

**JOB TITLE:** DT (Food) Technician

**REPORTS TO:** Head of Design Technology

**DEPARTMENT:** Design Technology (Food)

**SECTION:** Secondary School

---

### **PURPOSE OF JOB**

To provide general support to the staff and pupils within the DT (food technology) area, including preparation and maintenance of resources and equipment under the instruction of senior staff.

### **PRINCIPAL ACCOUNTABILITIES**

- To prepare specialist resources/equipment/materials in accordance with lesson plans outlined by the Head of Department.
- Check the quality and safety of specialist equipment and report any failings to Head of Department.
- To support students in accessing learning using specialist equipment.
- To ensure students adhere to health and safety regulations and instructions.
- To check the cleaning up of the students and keep on top of the cleanliness of the kitchen.
- To regularly check the maintenance of the kitchen and report any issues to the Head of Department and caretakers
- To act as a TA and support staff and students throughout all practical lessons.
- Liaise with support staff of specific students who need extra help and ensure they are catered for.
- Liaise with teaching staff regarding upcoming lessons to ensure resources are in place
- Identify PP students and ahead of the lesson buy the necessary ingredients and get them ready to discreetly give them to the student at the beginning of practical lessons
- When teachers are off, collect relevant cover work and give to cover teacher. If there is a practical lesson while a teacher is off, work with the cover supervisor to run the practical lesson.
- Ensure booklets are photocopied and ready at the beginning of each rotation.
- Prepare any demonstration resources needed for a lesson.
- Complete department admin tasks: photocopying, organising office and resources, arranging orders, stock rotation.

### **Support for the School**

- 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
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop

- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Responsible for Health & Safety management in own area

### **GENERAL ACCOUNTABILITIES**

- Ensure the effective implementation of school policies with particular regard to safeguarding
- Carry out other duties that may reasonably be required by the Headteacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

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