



## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### FOOD & DESIGN TECHNOLOGY TECHNICIAN

#### JOB DESCRIPTION

##### JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### JOB SUMMARY:

1. Be responsible for the preparation and maintenance of resources under the guidance and supervision of teaching and senior staff whilst ensuring that all Health and Safety regulations are adhered to.
2. Sole responsibility for all aspects of the role as detailed, proving support as required.
3. Assist the Food/Design Technology Teachers in all matters in the preparation and delivery of lessons.

##### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### 1. Support for Students

- 1.1 Support students in accessing learning activities using specialist skills, training and experience.
- 1.2 Provide feedback to students in relation to progress and attainment.

#### 2. Support for Teachers

- 2.1 Support teaching and learning during lessons.
- 2.2 Prepare materials and equipment for design-based work.
- 2.3 Assist with demonstrations to aid teacher delivery.
- 2.4 Implement structured and agreed work programmes/practical lessons under the guidance of teachers.
- 2.5 Be responsible and ensure the creation and maintenance of a clean and orderly working environment.
- 2.6 Be responsible for keeping and updating records as agreed with teachers and the Director of Learning, including the production of analysis and reports as required.
- 2.7 Promote and ensure the Health and Safety, and good behaviour of students at all times.
- 2.8 Design, prepare and maintain specialist equipment /resources as required by staff/curriculum/ lesson plans, and assist others in their use.
- 2.9 Assist in the development of lesson/work plans, administration of coursework, worksheets etc.
- 2.10 Assist the teacher to support students when difficulties arise during a making task activity.
- 2.11 Administer routine tests, contribute to the invigilation of examinations as required and undertake marking of students' work within a specialist area and record achievement/progress.
- 2.12 Contribute to planning, development and organisation of systems/policies/procedures.

### **3. Support for School**

- 3.1 Be aware of and comply with policies relating to child protection, Health and Safety, confidentiality and data protection, reporting all concerns to a nominated person.
- 3.2 Work as part of a team and support the role of others at all times, contributing to the overall work and ethos of the school.
- 3.3 Undertake personal development through training and other learning activities including performance management, observation, evaluation and discussion with colleagues, and use this to lead, advise and support others.
- 3.4 Build and maintain constructive relationships with other agencies/professionals in liaison with the teacher, to support the achievement and progress of students.

### **4. Resources**

- 4.1 Operate the relevant equipment, including in a safe and appropriate manner.
- 4.2 Ensure orderly and secure storage of relevant equipment and premises at all times.
- 4.3 Clean and disinfect equipment.
- 4.4 Service and maintain equipment ready for use.
- 4.5 Be responsible for the provision/ ordering of stock and equipment.

### **5. Administration**

- 5.1 Ensure correct and up to date stock lists of equipment and materials. In addition, supervision of the requisite Health and Safety checks.
- 5.2 Check for damage and vandalism on a daily basis undertaking relevant repairs or arranging for attention as required.
- 5.3 Occasional photocopying.

### **6. General**

- 6.1 Work within school policies and procedures.
- 6.2 Contribute to the provision of an effective environment for learning.
- 6.3 Support the promotion of positive relationships for parents and outside agencies.
- 6.4 Attend skill training and participate in personal/performance development as required.
- 6.5 Take care of own and other people's health and safety.
- 6.6 Be aware of the confidential nature of issues.

### **7. Other Responsibilities**

- 7.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 7.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 7.3 Contribute to the wider life of the Trust and the STAR community.
- 7.4 Carry out any such duties as may be reasonably required by the Trust.

## **8. Records Management**

- 8.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



Star

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### PERSON SPECIFICATION

|                               |  |                         | Assessed by: |                    |
|-------------------------------|--|-------------------------|--------------|--------------------|
| No                            | CATEGORIES   | Essential/<br>Desirable | App<br>Form  | Interview/<br>Task |
| <b>QUALIFICATIONS</b>         |  |                         |              |                    |
| 1.                            | A Levels or Level 3 qualification in a relevant subject or equivalent.   | <b>E</b>                | ✓            |                    |
| 2.                            | A relevant degree or equivalent.   | <b>D</b>                | ✓            |                    |
| <b>KNOWLEDGE</b>              |  |                         |              |                    |
| 3.                            | An understanding of the main Health and Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment. | <b>E</b>                | ✓            |                    |
| 4.                            | A knowledge of procedures associated with the recruitment, supervision and training of other employees.                                      | <b>D</b>                | ✓            |                    |
| <b>EXPERIENCE</b>             |  |                         |              |                    |
| 5.                            | Detailed knowledge of Health & Safety legislation as it relates to the work of a school.   | <b>E</b>                | ✓            | ✓                  |
| 6.                            | Experience of keeping work records.  | <b>E</b>                | ✓            | ✓                  |
| 7.                            | Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.                         | <b>E</b>                | ✓            | ✓                  |
| 8.                            | A sound knowledge of National Curriculum requirements.   | <b>D</b>                | ✓            | ✓                  |
| <b>SKILLS &amp; ABILITIES</b> |  |                         |              |                    |
| 9.                            | Ability to carry out risk assessments in relation to practical work.   | <b>E</b>                | ✓            | ✓                  |
| 10.                           | Ability to effectively direct the work of a team.  | <b>E</b>                | ✓            | ✓                  |
| 11.                           | Ability to identify work priorities and manage own workload and that of others.  | <b>E</b>                | ✓            | ✓                  |
| 12.                           | Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum.                   | <b>E</b>                | ✓            | ✓                  |

|     |  |                         | Assessed by: |                    |
|-----|--|-------------------------|--------------|--------------------|
| No  | CATEGORIES   | Essential/<br>Desirable | App<br>Form  | Interview/<br>Task |
| 13. | Ability to monitor, control and keep financial records according to the requirements of the school.          | E                       | ✓            | ✓                  |
| 14. | Ability to maintain accurate work records and inventories.   | E                       | ✓            | ✓                  |
| 15. | Ability to oversee the induction and training of new technical staff.  | E                       | ✓            | ✓                  |
| 16. | Ability to maintain a range of tools and equipment.  | E                       | ✓            | ✓                  |
| 17. | Ability to prepare equipment and materials for lessons, as requested by the teaching staff.                  | E                       | ✓            | ✓                  |
| 18. | Ability to design, develop and maintain specialist resources.  | E                       | ✓            | ✓                  |
| 19. | Ability to demonstrate developed interpersonal and communication skills.                                     | E                       | ✓            | ✓                  |
| 20. | Ability to establish positive relationships with students, including those with Special Educational Needs.   | E                       | ✓            | ✓                  |
| 21. | Ability to act on own initiative, dealing with any unexpected problems that arise.                           | E                       | ✓            | ✓                  |
| 22. | Demonstrate good inter-personal skills and communicate with a range of people.                               | E                       | ✓            | ✓                  |
| 23. | Ability to inspect and record the work of others.  | E                       | ✓            | ✓                  |
| 24. | Ability to work effectively and supportively as a member of the school team.                                 | E                       | ✓            | ✓                  |
| 25. | Ability to demonstrate commitment to Equal Opportunities.  | E                       | ✓            | ✓                  |
| 26. | A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'. | E                       | ✓            | ✓                  |
| 27. | A strong commitment to the Trust value of 'Service'.   | E                       | ✓            | ✓                  |
| 28. | A strong commitment to the Trust value of 'Teamwork'.  | E                       | ✓            | ✓                  |
| 29. | A strong commitment to the Trust value of 'Ambition'.  | E                       | ✓            | ✓                  |
| 30. | A strong commitment to the Trust value of 'Respect'.   | E                       | ✓            | ✓                  |
| 31. | Commitment to support Star Academies Trust's agenda for safeguarding and equality and diversity.             | E                       | ✓            | ✓                  |

|     |  |                         | Assessed by: |                    |
|-----|--|-------------------------|--------------|--------------------|
| No  | CATEGORIES   | Essential/<br>Desirable | App<br>Form  | Interview/<br>Task |
| 32. | Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment. | E                       | ✓            | ✓                  |