



## **JOB DESCRIPTION**

<b>Job Title:</b>	Design Technology Food Technician
<b>Responsible to:</b>	Head of Design Technology
<b>Hours of Work:</b>	Part-time, 27.5 hours per week 10am – 4pm Monday to Friday 39 weeks per year, term-time only plus inset days
<b>Salary Scale:</b>	Band C

## **OVERALL RESPONSIBILITY**

- To carry out responsibilities associated with the role of Food Technician to Design Technology.
- To ensure that kitchen materials, utensils and equipment are available and in good working order.
- To provide practical support for all Food & Nutrition and Hospitality & Catering teachers.
- Carry out other technical assistance for teachers as directed by the Associate Headteacher.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Keeping Children Safe in Education, the school Child Protection policy and the school Behaviour policy.
- To ensure that resources are in place to allow for the effective teaching of Food & Nutrition and Hospitality & Catering and the participation of students in enrichment activities and competitions. The postholder will work with the Head of Design Technology to develop effective systems to manage resources and activities.
- Organise the ordering and preparation of resources and ingredients for Disadvantaged students
- Support in the preparation and delivery of Non-Examined Assessments (Coursework) areas of Key Stage 4 Food & Nutrition and Hospitality & Catering courses.

## **Specific Duties**

- To manage all ordering of resources for food based courses across Key Stage 3 and Key Stage 4.
- To maintain and keep an up-to-date inventory of food resources and manage this effectively to ensure all equipment is ready for use in lessons, assessments, examinations and enrichment activities.
- To ensure the safe set up and maintenance of equipment.
- To ensure equipment is well maintained and kept clean and tidy.
- To support teaching staff in the preparation of materials and ingredients
- To maintain tidy and organised kitchen teaching spaces
- To assist with creating displays in classrooms and work spaces, present student work for exhibitions, Open Evenings and external moderation.

- To assist with the running of enrichment activities, competitions and school events (e.g., lunchtime clubs, theme days, house events etc.).
- To maintain high standards of professional behaviour towards colleagues and students.
- To carry out duties in a professional manner.
- To have a flexible approach to tasks and hours of work.
- To liaise with former students regarding the collection of coursework.

### **Health and Safety**

- To control and store safely all chemicals, flammables and specialized solutions, ensuring that current Health and Safety, COSHH and ESCC regulations are adhered to.
- To maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks.
- To adhere to all Health and Safety requirements and be up-to-date with changes in policy.
- To support the school's implementation of all other current statutory requirements, e.g., Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.
- To attend Health & Safety termly meetings on behalf of Design Technology.

### **Maintenance and Servicing**

- To manage ordering of resources for food based subjects.
- To ensure equipment is well maintained and classrooms / kitchens are kept clean and tidy in line with any Health and Safety requirements.
- To organise cleaning down on workspaces.
- To ensure that within the classrooms all equipment and machinery are of a good working order, to include cleaning and maintaining of all equipment.

### **Supporting Staff**

- To assist both teachers and students during lessons.
- To assist with the preparation of teaching resources and organise storage for food related subjects.
- To encourage and support student leaders in Food Technology subjects.

### **Pastoral Care**

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.

### **Continuing Professional Development – Personal**

- In conjunction with the Associate Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher or the incumbent of the post.

Compiled by: HR	Revision Number
Approved by: Associate Headteacher	Revision Date 28/06/2024