

FOOD TECHNICIAN

Job Purpose:

To undertake duties in support of the work of the teaching staff in the Food Technology Department.

To take responsibility for classroom assistance in order to help promote effective teaching and learning for pupils and students.

Support and supervise pupils and students throughout the school day.

Key Accountabilities:

- Support the Teacher in the Food Technology Department and, if required, in other areas of the school where food and cooking are taught or in areas where there is particular focus on functional skills.
- Support for pupils and students
- Administration and Management of Resources
- Preparation of materials and equipment for Food Technology lessons.
- Maintain Food Technology equipment, areas and services in good order.

Main Duties and Activities:

1. **Support the Teacher in the Food Technology Department, and in other areas where food and cooking is taught, or where in areas where there is particular focus on functional skills.**
 - Create learning materials as agreed with the teacher to ensure maximum access to the lesson material for pupils and students.
 - Provide group and/or individual activities planned by the teacher, working alongside the teacher according to the published timetable and for Food Technology programmes of support to achieve learning objectives.
 - Reinforce and support all aspects of behavioural, social and emotional learning.
2. **Support and Management of Pupils and Students**
 - Support all pupils and students in their planned work in all curriculum areas, both in small group situations and individually, clarifying and explaining instructions as required to enable them to complete the work to their full ability.
 - Work with pupils and students and assist with their specific areas of learning difficulty in order to encourage independence, maintain personal confidence and enable full potential to be reached ultimately with the minimum of supervision.
 - Support and assist pupils and students, seek appropriate professional help when necessary, referring to appropriate teaching staff for advice.
 - Build positive relationships with pupils and students and provide an exemplary role model to encourage them to develop good social skills and become as independent as possible.

3. Administration and Management of Resources

- Provide basic administrative duties such as photocopying, filing, arranging and management of resources.
- Assist in the managing of classroom organization.

4. Preparation of Food Technology Materials and Equipment

- Dispose of waste materials.
- Arrange for equipment, including worksheets, books and audio-visual aids, to be available in rooms for lessons.
- Prepare ingredients and equipment for demonstrations and practical lessons as requested by teaching staff.
- Liaise with staff over use of equipment and stock.
- Advise the Food Technology Teacher of any problems, including safety aspects.
- Assist with the ordering of ingredients as required and check deliveries.

5. Routine Maintenance of the Food Technology Room, the Equipment and Services

- Keep the Food Technology room clean and tidy in conjunction with the teacher in charge of the room.
- Clean the sinks, chemicals on bench tops, and spillages on floor.
- Store materials tidily.
- Keep equipment clean.
- Clean / launder aprons, tea-towels etc.

6. Other

- Undertake break-time duties and responsibilities.
- Take part in educational visits if appropriate.
- Take responsibility for own training and development, attending training courses as appropriate.
- Undertake and other activities reasonably expected of a member of staff in a special school setting.

Person Specification

Criteria

Key - Essential = E; Desirable = D; Assessed by Interview = I; Assessed by Application Form = A; Assessed by Certificates = C; Assessed by References = R

Qualifications and Training

- | | | |
|---|---|---|
| • GCSE or equivalent in maths and English | D | A |
| • NVQ | D | A |
| • Other relevant training, eg: First Aid, Child Protection, Behaviour Management, | D | A |
| • Full, clean driving licence | D | A |

Knowledge and Experience

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|--|---|------|
| • Working with children | E | A, I |
| • Working in an educational setting | E | A, I |
| • Working with children with special needs (ASC/SCLN) | E | A, I |
| • Working as part of a team | E | A, I |
| • Working with children from a variety of cultural backgrounds | D | I |

Skills and Abilities

- | | | |
|---|---|---|
| • Experience of supporting pupils and students to develop kitchen-related functional skills | E | I |
| • Ability to think, write and speak clearly and concisely | E | I |
| • Ability to work collaboratively as part of a team | E | I |
| • A calm, reassuring and responsive approach | E | I |
| • Ability to manage behaviour in the classroom | E | I |
| • Ability to organise and prioritise work and resources | E | |
| • Good ICT skills | E | |
| • Practical and theoretical knowledge of behaviour management | | |

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

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