



## ST EDMUND'S CATHOLIC SCHOOL JOB DESCRIPTION



**JOB TITLE:** Food & Technology Support Assistant

**REPORTS TO:** Food Technology, Textiles & Other Technology Teacher

### **JOB PURPOSE:**

To support pupils' access to learning by preparing, providing, maintaining, organising equipment and materials for safe and secure practical work as directed by specialist staff.

### **KEY ACCOUNTABILITIES**

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Appraisal and contribute to the identification of own team development needs.

### **PRINCIPAL RESPONSIBILITIES/DUTIES**

#### **Curriculum Support**

- To supply equipment and resources as directed to support teaching and learning.
- Preparation, assembly, setting up of equipment/components, apparatus, tools and equipment for practical classes and assessments.
- Collecting, caring for and storing equipment, resources and materials safely.
- Retrieval and clearing away of equipment / materials after lesson use.
- Maintain equipment and carry out daily checks and minor maintenance on machines and appliances e.g. ovens, fridges.
- Under instruction dispose of and store equipment, apparatus and materials.
- Maintain cleanliness and security of specialist areas and equipment.
- Monitor supplies and condition of safety and protective wear, ensuring that pupils are provided with these as required.
- Report potentially dangerous or unacceptable behaviour of pupils in designated practical / experimental area to the Teacher responsible for that class.
- Ensure compliance in Health & Safety regulations, including conducting risk assessments, cleaning work surfaces, maintaining equipment and supporting food hygiene.
- Provide general in-class support, including helping students engage in lessons, offering guidance during practical tasks.
- Monitor stock levels and manage deliveries. Order and collect supplies. Maintain accurate inventories and ensure equipment tools and ingredients are safely stored and well organised.

- Help monitor positive behaviour and a safe learning environment.

### **General School Support**

- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the school's policies for health and safety, child protection, behaviour management etc
- To attend Open Mornings which are usually held on a Saturday morning at the end of September/early October.
- Attend meetings and training sessions as required.

### **Progression**

- Demonstrate key subject specific/technical skills.
- Run school clubs.
- Attend (and organise) school trips.
- Help secure external speakers.
- Teach KS3 groups.