



ELM COURT LIVITY FEDERATION

JOB DESCRIPTION

SECTION A:	Reporting to:	Subject Leader for Art and Design Technology
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Job Title:	Food Technology Teacher
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SECTION B: PURPOSE OF POST

To take responsibility for the teaching and learning of Food Technology for pupils with a range of SEN.

SECTION C: Main duties and Responsibilities

In addition to carrying out all the duties and responsibilities outlined in the latest School Teachers' Pay and Conditions Document.

1. Be responsible for the teaching and learning of Food Technology for pupils with a range of special educational needs within the framework of national and school policies.
2. Take part in and deliver, where appropriate, any professional development activities.
3. Participate, where appropriate, in staff, curriculum and other meetings.
4. Be responsible for all budgets delegated to you.
5. To be responsible for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
6. Support the Headteacher in the implementation of all school policies and procedures.
7. Show commitment to the vision for the school to provide a creative and practical learning environment where pupils are motivated to achieve ambitious goals in all areas of the curriculum.



Key Areas:

1. To develop a quality provision in Food Technology for pupils with SEN: this includes planning, teaching, learning, recording, assessment and reporting.
2. To be a high-quality creative and innovative teacher who provides well-planned, appropriately modified and differentiated lessons for Secondary-aged pupils with a range of special needs in line with the requirements of the National Curriculum.
3. To ensure the planning documentation, assessment, target-setting and marking procedures reflect whole school policy and are able to identify the progress of individual pupils.
4. Disseminate examples of effective planning practice within the school/subject/aspect.
5. Ensure that feedback from lesson observations, work scrutiny and analysis of assessment data is appropriately reflected in lesson planning
6. To contribute to the developing awareness of other staff to the teaching and care of pupils with special needs.
7. To develop and implement Personal Learning Plans.
8. Maintain personal expertise and share this with other colleagues
9. To contribute to the development of suitable internal and external accreditation opportunities for pupils.
10. To contribute to whole school development by participating in school self evaluation, subject action and development planning.
11. Ensure that all support staff are fully aware of their role in supporting pupils' learning.
12. Use the whole school behaviour policy to create a positive learning environment.
13. Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about the curriculum, attainment, progress and targets.
14. Ensure the efficient management, organisation and deployment of resources and manage their effectiveness.
15. Maintain an attractive, tidy and well ordered learning environment that is welcoming to pupils; arrange for the regular updating of display boards with relevant subject-based materials and recent examples of pupils' work. Ensure that information relating to the school's rules and rewards are clearly displayed. Safeguard the health and safety of all pupils.



Form Tutor

1. Actively promote the building of self esteem of pupils by providing opportunities for the tutor group to form positive relationships that enable them to develop their social skills.
2. Monitor the pastoral and academic progress of each pupil in the class.
3. Support colleagues by appropriately implementing the school's Behaviour Policy.
4. Oversee the use of the Pupil Diaries of your tutor group; keep all necessary records and ensure that daily and weekly targets are being set and achievement recorded on the tracking sheets by Teaching Assistants.
5. Collate and provide evidence of attainment and achievement verbally or in writing for each pupil for reports, PLPs, Annual Reviews and other agencies.
6. Deliver a programme of tutor group activities to include daily reading sessions



Other Responsibilities

1. Data Protection

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

2. Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

3. Health and Safety

- Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

4. Other Duties

To undertake such other duties as may be required commensurate with the grade of the Post

5. Safeguarding

- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

This job description will be reviewed annually as part of the performance management review process after consultation with the Headteacher and the postholder.