

## Food Technology Technician – JOB DESCRIPTION

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| <b>Job Title:</b> Food Technology Technician | <b>Salary:</b> Grade 5/6 Outer London |
| <b>Section:</b> Learning Support             | <b>Reports to:</b> MATCo/SENDCo/SLT   |

### Purpose

To support the Food Technology Department by ensuring that lessons run smoothly and safely.

### Main Duties and Responsibilities

- To be the Food Technology Technician supporting the Food Technology teacher for a range of groups by supervising and providing particular support, ensuring their safety and access to learning activities.
- Develop a holistic approach to meeting Social, Emotional and Mental Health needs, enabling learners to make good progress by working with the Food Technology teacher, other support staff, families and external agencies.
- Assist with the development and implementation of Individual Education/Behaviour Plans, Risk Assessments, Personal Care and Therapy Care programmes for particular students within Food Technology.
- Establish therapeutic relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the Food Technology teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- To help students develop resilience and independence, both learning in lessons and forming positive relationships with peers and staff.
- Provide feedback to students in relation to progress and achievement under the guidance of the Food Technology teacher.
- To develop and enhance expertise in supporting students with complex social, emotional and mental health needs by attending training and working alongside relevant internal and external professionals such as psychologists and therapists.

- To provide support in the delivery of specialist interventions, taking a lead where appropriate.
- To sustain an active engagement with families of designated students to help them explore issues and make changes in areas that may be affecting their child's learning and development. This may involve home visits.
- To track the progress of students with Social, Emotional and Mental Health needs using the available data and monitor the impact of interventions, sharing this with the Food Technology teacher and other relevant professionals.

### Support for the Teacher

- Prepare equipment, materials, and resources as required for use in the food room and lessons.
- Ensure a safe, effective and efficient technical service is provided to support the Food Technology teacher and the Food Technology curriculum.
- Provide technical advice and assistance in the Food Technology room to support students and to assist the Food Technology teacher with the provision of learning activities.
- Assist the Food Technology teacher in ensuring the safe and effective operation and use of equipment, materials, resources and software.
- Assist with the carrying out of risk assessments including those on a variety of equipment and processes.
- Assist in stock control, compiling purchase orders, liaising with suppliers and maintaining appropriate records.
- Use strategies, in liaison with teaching staff and therapists, to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to the Food Technology teacher on students' achievement and progress.

- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish supportive relationships with parents/carers.

### Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Prepare the Food Technology room for lessons, practical activities and demonstrations.
- Ensure that equipment is in good working order and that the classroom, preparation areas and storerooms are in a clean, secure, safe and orderly condition. This will include cleaning tasks as required.
- Carry out both routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard.
- Provide technical advice and support in the classroom, for example, with demonstrations, practical activities and resources.
- Provide technical assistance to students, either individually when they are carrying out activities, investigations, or projects, or in class assisting or advising students and staff on the practical aspects of the curriculum.
- Undertake programmes linked to local and national learning strategies, eg literacy and numeracy, recording achievement and progress and feeding back to the Food Technology teacher.
- Support the use of Information Technology in learning activities and develop students' competence and independence in its use.
- Put up and maintain appropriate classroom and communal displays.
- Lead extra-curricular Food Technology activities (lunchtimes, before and after school as appropriate).

### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school. *The school is moving towards a whole school approach to support the wellbeing of students and staff.*
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime when required.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Send news items to the website and collate articles for the school newsletter.

### Professional Learning and Development

- To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.
- To contribute to school developments by sharing professional learning, expertise and skills with others, and participating in collaborative learning opportunities.
- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Development Plan and the performance management process.
- To take responsibility for personal professional development to inform and extend professional practice to secure improvements in teaching and learning.
- To undertake any other task deemed appropriate by the Headteacher.

**Note:** This JD is not a comprehensive statement of procedures and tasks but sets out the main expectations of The Pride Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or the level of responsibility entailed. This job

*description is to be reviewed annually. The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.*

*The Pride Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Data and Barring Service (DBS) as part Orchard Hill College & Academy Trust's pre-employment checks*

## Person Specification

This person specification will be used for recruitment to the Food Technology Technician role. It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

| QUALIFICATIONS  | ESSENTIAL/DESIRABLE | TESTING METHOD        |
|---|---------------------|-----------------------|
| GCSE grade C or Level 2 equivalent functional skills in English and Maths   | Essential           | Checked Certificates  |
| Foundation degree or Level 5 relevant qualification/skills  | Desirable           | Checked Certificates  |
| Basic food hygiene certificate  | Essential           | Checked Certificates  |
| Previous experience in a food preparation environment   | Desirable           | Application/Interview |
| First aid certificate   | Desirable           | Checked Certificates  |
| Experience of working with young people with Social, Emotional and Mental Health difficulties and/or challenging behaviour                        | Desirable           | Application/Interview |
| Experience of working with students with a range of Special Educational Needs such as ADHD and ASD.   | Desirable           | Checked License       |
| Understanding of alternative and therapeutic interventions for student progression.   | Desirable           | Application/Interview |
| Excellent classroom and behaviour management skills.  | Essential           | Interview Task        |
| An ability to understand the principles of learning processes and in particular barriers to learning.   | Essential           | Application/Interview |
| The ability to work effectively as part of a team, but also to use initiative within the guidelines set by teaching staff with tact and diplomacy | Desirable           | Application/Interview |
| The ability to recognise and be sensitive to the individual needs of students   | Essential           | Interview Question    |

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|---|-----------|-----------------------|
| Evidence of proficient Information Technology skills and the confidence and willingness to use and develop them | Desirable | Application/Interview |
| Effective and professional communication skills with the ability to engage young people.                        | Essential | Application/Interview |
| A willingness to increase own knowledge and understanding of teaching and learning.                             | Desirable | Interview Question    |
| Highly adaptable and flexible.  | Essential | Interview Question    |
| Ability to work in a way that promotes the safety and wellbeing of students.                                    | Essential | Application/Interview |
| Current driving licence and own transport.  | Desirable | Application/Interview |

*As part of Orchard Hill College & Academy Trust's pre appointment checks, current and past employers will be contacted for short listed candidates Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.*