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| **Post Title** | Food Technology Technician |
| **Salary Scale/Grade** | Grade 3 (£23,114 - £24,294) |
| **Reporting to** | Head of Department |

**Job Purpose**

To ensure that all students are able to achieve their potential whilst accessing the Food Technology curriculum, by providing specialist support within the faculty and across the wider school as directed. (Faculty currently includes D & T, CDT, Engineering, Food Technology, Graphics). To prepare resources and support the teaching of Food Technology. To liaise with and assist other school technicians, e.g., Science, Design Technology and school site/estates team as required. To support and assist teaching staff in ensuring that any relevant legislation is adhered to, additionally to specifically bring any Health & Safety matters to the attention of the Subject Leader. This responsibility is a joint responsibility and shared with faculty teaching staff and all other school staff.

### Specialist Design and Technology Curriculum Support

* Provide basic clerical/admin support for the different support for the different subjects within Food Technology, maintaining confidentiality with regard to any personal details.
* Preparation and setting up of equipment and materials for classed within Food Technology.
* Provide advice and information to teachers on the use of resources and the development and design of classroom practical’s and demonstrations.
* Undertake the resourcing of lessons to meet defined curriculum needs across Food Technology as identified by the class teacher.
* Assist the class teacher with demonstrations of equipments and practical’s as required, including the use of ICT equipment.
* Assist the class teacher with the planning and preparation of displays required for exam moderators.
* Create and make audio visual and other classroom aids including the making and mounting wall displays within parameters.
* Undertake technical support and assistance to pupils in lessons and practical’s under the overall direction of the class teacher, including providing advice to pupils and assisting individual or small groups.
* Operating an effective stock control and ordering system, in particular having responsibility for the stationary ordered for the subject, obtaining quotes from suppliers, prepare requisitions, receive and check deliveries ensuring relevant records and inventory checks are made.
* Occasional cash handling for the purchase of consumables, as and when necessary, maintaining basic records in relation to pupil materials and purchases.
* Shop for materials as required, e.g. foodstuffs.
* Update and ensure knowledge of Health & Safety including Risk Assessments. Ensure safe storage of potentially harmful materials (COSSH regulations) and monitoring of tools, equipment and machinery on a regular basis to ensure equipment is safe before issuing tp pupils or staff.
* Undertake basic repairs and maintenance of equipment and resources.
* Maintain records of safety checks and others required for the storage of dangerous substances.
* Clear away equipment and materials after classes. Ensure safe disposal of waste materials.
* Clean equipment, utensils, worktops etc.
* Tidy cupboards, storerooms and practical areas, and undertake the basic inspection of equipment and report on repair needs.
* Act as point of contact for various First Aid requests from pupils and staff. You will be expected to complete first aid training (if not already qualified).
* Any other duties and responsibilities within the range of the salary grade.
* The post holder is responsible to the Head of Technology and will support staff teaching in Food Technology.
* To act as an invigilator for school examinations as required.

**Other responsibilities:**

● To follow and support school policies reflecting the school’s commitment to high achievement and effective teaching and learning.

● To contribute to the maintenance of the school’s ethos by expecting high standards from all the students in both lessons and social times.

● To ensure all duties and responsibilities are discharged in accordance with the school’s health and safety at work policy.

● To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.

● To participate in the school’s performance management scheme, ensuring that performance standards and targets are met within the agreed timescale.

● To undertake other reasonable tasks as directed by the Headteacher.

Review: This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment

**The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.**

Responsible for: Self & Joint Responsibility for pupil safety and welfare within the D & T faculty in particular and across the wider school as a member of school staff.

Responsible to: Head of Department

Date of Issue: July 2024

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|  | **Job Requirements** |
| **Knowledge** | * General knowledge of equipment used in Food Technology, e.g. cookers, mixers, etc. * Knowledge and understanding of health and safety issues. * Knowledge of general office equipment, e.g. photocopier, computing and library services. |
| **Skills and Abilities** | * To liaise and communicate effectively and pleasantly with others by telephone or in person to obtain and provide general information, give assistance and receive instruction. * Remain calm under pressure and cope with interruptions. * Liaise with external agencies and firms in a professional manner. * Work on own initiative and effectively as part of a team. * Follow guidelines and recognise procedures and to operate in a systematic and methodical way. * Prepare and manufacture teaching aids, equipment and materials following instructions given. * Ability to adapt work and train in new technologies or new equipment. * Ability to operate general office equipment. * Assist with demonstrations or equipment and experiments to pupils. |
| **Experience** | * Previous experience in a similar environment. |
| **Special Requirements** | * This post is exempt from the provisions of the rehabilitation of Offenders Act 1974. A Criminal records Disclosure will be required prior to appointment. |