



Job Description

Subject Coordinator Food

Responsible to: Lead Practitioner Vocational subjects
Salary Grade: TLR 2b (£5,354)
Full time/Part time: Full time

Job Purpose

The Conditions of Employment for School Teachers (Sch 3) specify the general professional duties of all teachers. In addition, certain particular duties are associated with this role which are reasonably required to be exercised and completed in a satisfactory manner:

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Specific subject responsibility

This position covers the planning, delivery and coordination of the curriculum in the areas of key stage 3 food studies and the follow on key stage 4 (and potentially key stage 5) courses of Food and Nutrition and Hospitality and Catering. This role will include the coordination of the department Technician.

Subject Coordinator responsibilities

- The effective leadership, development and management of an appropriately broad, balanced and inclusive curriculum which is ambitious for all students and is in line with the school's Curriculum principles.
- The effective leadership, development, delivery and monitoring of High Quality Teaching strategies and approaches, including the Development of Reading, as appropriate to the subject, in line with the school's HQT and Extra Help principles.
- Accountability for the academic outcomes of students in the subject.
- The effective leadership, management and monitoring of assessment for learning approaches and reporting procedures within the department, in line with the school's Assessment for Learning principles.

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- The effective implementation of the school's Behaviour Management system and Expectations within the department to develop positive and effective working relationships, in line with the school's Pastoral Care principles
- The leadership of relevant approaches and provision of opportunities within the department that contribute to the personal development and wellbeing of students.
- Effective contributions to appropriate Quality Assurance processes in order to identify the strengths and areas for development in the performance of the subject.
- Effective contributions to the improvement planning processes within the subject, in line with the School Improvement Plan, in order to promote and establish effective practice.
- The effective leadership of subject staff to support the implementation of the curriculum.
- The effective communication with all relevant stakeholders regarding all aspects of the work of the department, in line with the school's Communication principles.
- The effective implementation of all relevant School Policies and Procedures.

General:

- To undertake any other duties which might reasonably be deemed within the status of the job and appropriate to the post
- To undertake any training and professional development relevant to the duties of the post
- To take part in the Professional Review (Performance Management) process
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

All employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

All employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:	Postholder	Date:
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	Headteacher	Date:

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