

## **SEFTON METROPOLITAN BOROUGH COUNCIL**

### **JOB DESCRIPTION**

**School:** **Crosby High School**

**Post:** Food and Design Technician

**Grade:** TA LEVEL 3 Grade E – JE No. A1636

**Section:** Food and Design Technology

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### **JOB PURPOSE**

To work under the guidance of senior staff, providing specialist support in food and design technology including preparation and maintenance of resources and support to staff and pupils.

### **MAIN DUTIES**

#### **Support for Pupils**

Use specialist skills/training/experience to support pupils in both food technology and design technology.

Provide feedback to pupils in relation to progress and achievement.

Establish good working relationships with pupils, acting as a role model.

Encourage pupils to act independently as appropriate.

Promote inclusion and acceptance of all pupils.

Promote self-esteem and independence.

#### **Support for the Teacher**

Create and maintain a purposeful, orderly and productive working environment, including stock rotation and purchasing food online in advance.

Design, prepare and use specialist equipment/resources/materials.

Assist in the development of lesson/work plans, and provide support to the classroom teacher during practical lessons.

Contribute to planning, development and organisation of systems / procedures / policies.

Responsible for ensuring that both DT and food technology rooms and equipment are clean and tidy and that technology rooms safety regulations are met, including checking equipment for safety.

Ensure all clothes are laundered and stored neatly.

To be responsible for maintaining department displays

Promote and ensure the health and safety and good behaviour of pupils at all times.

### **Support for the Curriculum**

Monitor and manage stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required.

Maintenance of specialist equipment, checking for quality and safety in accordance with instructions, undertaking repairs/modifications within own capabilities and arrange for repairs/modifications to be carried out by others.

Prepare requisitions for new stock/supplies under the direction of the appropriate person as required.

Provide specialist advice and guidance as required.

Demonstrate and assist in the safe and effective use of specialist equipment/materials.

Implement agreed work programmes/practical lessons under the guidance of the teacher.

### **Support for the School**

Be aware of and comply with school 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 school ethos, aims and development/improvement plan.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop, respecting their social, cultural, linguistic, religious and ethnic backgrounds.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

Attend and participate in meetings as required.

Implement planned supervision of pupils out of directed lesson time, including before and after school, if appropriate and within working hours.

Undertake personal development through training and other learning activities including performance management as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Assist with the organisation, routines and upkeep of the wider learning environment.

Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Supervise support staff as appropriate, assisting in the induction of other support staff as required.

**Note** This is not a comprehensive list of all tasks which may be required of the policyholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

## PERSON SPECIFICATION

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<p><b><u>QUALIFICATIONS/TRAINING</u></b></p> <p>Have achieved or working towards a Level 2 qualification in Numeracy/Maths and Literacy/English. Relevant Level 3 qualification or equivalent experience. Specific training in specialist area.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>}</p> <p>}</p> <p>}AF + I</p> <p>}</p> <p>}</p> <p>}</p>
<p><b><u>EXPERIENCE</u></b></p> <p>Experience in specific technical/resource area within a learning environment. A passion for cooking and the ability to cook a variety of dishes to a high standard. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. Relevant knowledge of First Aid. Basic awareness of inclusion, especially within a school setting.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>}</p> <p>}</p> <p>}</p> <p>}AF + I</p> <p>}</p> <p>}</p> <p>}</p>
<p><b><u>SKILLS/KNOWLEDGE/APTITUDES</u></b></p> <p><b>Communication &amp; Influence</b> Communicates in a clear, accurate and succinct manner to delivering information to the right person, ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.</p>	<p>E</p>	<p>AF + I</p>

<p><b>Team working</b> Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus.</p> <p><b>Organisational awareness</b> Demonstrates a broad knowledge of the school's activities and how they contribute to the school's performance as a whole. Is able to describe the current activities in their area and whole school developments. Demonstrates how own job performance contributes to the schools' vision.</p> <p><b>Adaptability</b> Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.</p> <p><b>Use of technology</b> Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it appropriately.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF + I</p> <p>AF + I</p> <p>AF + I</p> <p>AF + I</p>
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<p><b>Professional Values and Practice</b></p> <p>Demonstrates high expectations for all pupils.</p> <p>Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.</p> <p>Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.</p> <p>Ability to improve own practice through observations, evaluation and discussion with colleagues.</p>	<p>E</p>	<p>AF + I</p>
<p><b><u>SPECIAL REQUIREMENTS</u></b></p>		
<p>Requirement to complete Support Staff Induction Programme.</p>	<p>E</p>	<p>} }AF + I</p>
<p>Requirement to complete Appointed Persons First Aid at Work training.</p>	<p>E</p>	<p>}</p>

AF	=	Application Form
I	=	Interview
T	=	Test
P	=	Presentation