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**JOB DESCRIPTION**

**Post Title: Food & Textiles Technician**

**Post Grade/Salary: Post Grade/Salary: Scale 5 £22506 to £24510 – Pro rata**

**Actual £19,778 - £21,539**

**Hours of Work: 36 hours a week, term-time only (40 weeks)**

**8am - 4pm**

**Responsible to: Head of Design and Technology**

**Post Tenable: March 2018**

**Context:** Heartlands High School is a mixed comprehensive 11-16 school that opened in September 2010. Popular and oversubscribed within the local community, the school will take 1080 students when full.  Our recent Ofsted report states… ’Leaders have been able to cultivate an ethos of focusing on the needs of individual pupils.  Pupils irrespective of their starting points, receive a range of support.  Many pupils make very good progress…’ (Ofsted 2016)

The Design & Technology department contains four full time members of staff and two support staff. It is a highly popular department offering a variety of GCSE’s and VCert qualifications which oversubscribed at Key Stage 4. We coordinate a number of enrichment clubs for all areas of DT Food, Textiles, Product Design and Engineering students. We also offer a number of trips, STEM visits and guest speakers across the academic year.

**The Main Purpose of the Job**

Under the instruction of the Head of Department and Food Technology Teachers to coordinate the use of practical resources and facilities for practical needs of Food and Textiles lessons across KS3 &4. To provide assistance in meeting the practical needs of the Food and Textiles curriculum, including liaising with teaching staff and support staff outside the department. To be responsible for the Health and Safety practices and risk assessment of Food and Textiles in the department. To support development of new GCSE subjects within DT. To organise and ensure smooth operation in food and textiles of ordering,  maintaining stock levels, expiration dates, Hygiene, safety and maintenance of equipment and the teaching environment. To support organization and preparation of resources for Food and Textiles, for lessons, extra curricular activities, trips, and events.

**Support the Teaching staff in:**

* Preparation of resources in advance of lessons and as instructed by the teaching staff
* Check and maintain cleanliness all the various equipment and appliances, with rolling programme of sanitising the equipment in both food rooms on a regular basis to ensure safe levels hygiene within food safety laws and safe use of textile equipment
* Carrying out risk assessments across both subject areas, and ensure kept up to date.
* Cleaning teaching areas, preparation areas prior to and after lessons
* To support the team-leader and teaching staff in ensuring the availability of suitable materials and equipment, compiling orders and liaising with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.
* Giving technical advice to teachers, technicians and students where required
* Checking and fixing of tools and equipment with the department across food and textiles
* Assisting in practical classes, carrying out occasional demonstrations where required
* To assist the team-leader with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.
* Carrying out required checks on tools and equipment, recording faults and safety procedures
* Support the team leader with keeping up to date budget input of orders and deliveries
* Support with any admin, filing or collation of data for trips, resources and general admin

**Support the curriculum:**

* Assisting students within practical sessions where required
* Preparing materials and equipment for practical lessons in food and textiles
* Preparation of fabric and resources for textiles lessons
* Demonstrate usage of equipment to staff and Students where appropriate.
* Checking stock and online ordering of food stuffs, stationary, sundries, fabric and any necessary items required to support student achievement
* Collecting, checking and returning equipment to stores.
* Ensuring safety procedures followed counting on and out of any dangerous or high value equipment
* General cleaning of all teaching and storage areas.
* General cleaning and repair of equipment.
* Washing and laundering of aprons, clothes and any other such items required for lessons
* Supervising students on visits, department events, trips and out of school activities as required within normal school hours
* Support department where needed on Search days within contracted hours

**Support for the school:**

* In accordance with CLEAPPS guidelines, to ensure the maintenance of a health and safety working environment through:
* Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources;
* Keeping up-to-date with current procedures and practices through continuing professional development
* Being responsible for updating risk assessments within food and textiles
* The provision of technical advice and support on health and safety issues to teaching and trainee technical staff;
* The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards;
* The healthy and safe storage and accessibility of equipment and materials.
* Keeping up to date with health and safety requirements and with developments within the subject area. (Attending courses & reading publications).
* Giving health and safety advice to technical staff, teachers and students.
* Disposal of waste materials.
* Checking all machines and equipment (including first aid kits); carrying out electrical and other safety checks etc.
* Organising storing and checking the condition of hazardous solutions and ensuring they are stored appropriately.
* To contribute to the design, development and maintenance of specialist resources and/or long-term projects.
* Under the (overall) guidance of the team leader, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
* Be aware of and support difference, ensuring that all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* 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 clubs and extra-curricular activities (within contracted hours).
* Undertaking any other duties which may reasonably be regarded as within the nature of duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

**School Matters**

**Effort**

**Achievement**

**Responsibility**

**Citizenship**

**High Aspirations**

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.