



Westcliff High School  
for Boys

**JOB DESCRIPTION**  
**TEACHER OF**  
**FOOD TECHNOLOGY**

## INTRODUCTION

The Technology Department at Westcliff High School for Boys (WHSB) has been a high performing Department for many years. We have had consistently strong results across the range of options at GCSE and Product Design at Advanced Level. The Department has grown significantly in previous years and we are now looking to increase our capacity to teach Food Preparation & Nutrition across the Key Stages. Accordingly, the Department will be undergoing a significant refurbishment at Easter to modernise the current teaching space which will include substantial changes to our Food facility.

We currently have over 40 pupils studying Food Preparation & Nutrition at GCSE. The Department needs someone that has the ability to self-manage, shape and promote the subject area around the demanding and progressive changes to the curriculum.

The Department plays an important role in the extra-curricular life of the School. We offer a variety of additional clubs which pupils can attend, aimed at those in need of support or extending the more able. Specifically for Food Technology, we have run a programme of activities for our Years 12 and 13 students as part of the School's Wednesday afternoon Sixth Form programme. In addition, for our Lower School pupils, we offer Cookery Club and The Rotary Young Chef Challenge.

## ACCOMMODATION AND FACILITIES

The Technology Department occupies two workshops, a computer suite and one Food room within its own distinct building. The plans for refurbishment, due for completion in September 2018, will provide the most up-to-date facilities and a fully equipped teaching environment. It is expected that the suitable candidate will have some responsibility for identifying appropriate equipment for the new facility. All GCSE pupils have textbooks which have been updated to reflect the changes in syllabus.

## CURRICULUM

The new Lower School (Years 7-9) syllabus has been carefully crafted by the Technology staff at WHSB to encourage independent learning, alongside improving examination technique. Pupils study a range of theoretical and practical lessons based on topics such as basic kitchen skills, healthy takeaways and world cuisines. In Year 7, teaching is spread over the academic year whilst in Years 8 and 9, groups are taught as part of a carousel amongst the other Technologies. We use a range of assessment and investigations to introduce, consolidate and extend pupils' understanding of Food Technology. We do not attempt to accelerate pupils' learning, but instead we encourage them to develop a more in-depth understanding of the principles they are currently learning, and this gives pupils a wider breadth of knowledge.

The AQA GCSE 9-1 Curriculum follows on from the work that has been completed in the Lower School, both consolidating parts of it that have previously been covered to GCSE Level but also extending other parts so pupils can access the Level 9 GCSE grade.



## EXAMINATION RESULTS

The Examination Board used for GCSE public examinations is AQA. Results in all public examinations are good. In summer 2017, across the whole Department, 61.5% of pupils at Westcliff attained A\*/A at GCSE.

In Food Technology, pupils at Westcliff attained 39.1% A\*/A grade, of which 100% was A\* - C. Both of these figures are considerably higher than the national averages. The Department does not offer Food and Catering at Advanced Level.

## JOB DESCRIPTION

### TEACHER OF FOOD TECHNOLOGY

#### Job Purpose:

The teacher is required to carry out the general professional duties of a school teacher under the reasonable direction of the Head of Department and Headmaster and to perform such particular duties that from time to time which may reasonably be assigned him/her by the Headmaster. Teachers on the Upper Pay Scale (UPS) will be expected to make broader contribution to the School as a normal part of their work.

#### Duties and Responsibilities:

The following responsibilities are included in the professional duties which the teacher is required to perform:

#### General Duties:

- to support and promote the School's general purposes, ethos and Learner Profile;
- to be familiar with and respect and follow the School's Policies and Procedures;
- to maintain a good understanding of whole School Evaluation and Development Planning;
- to act as a role model to pupils through always being punctual and well prepared and to maintain appropriate professional relationships and an atmosphere conducive to learning;
- to attend School and Year Assemblies and to carry out a share of supervision duties in accordance with published rotas;
- to contribute actively to the maintenance of the School as an orderly community by upholding the provisions of the School's Rules and the Pupils' Code of Conduct;
- to maintain good order and discipline among the pupils, safeguarding their welfare both on School premises and when engaged in authorized activities elsewhere;
- to participate in staff and other meetings relating to the School's curricular, pastoral or administrative arrangements;
- to assist with covering or taking other classes as and when required (e.g. staff illness) and being available for examination invigilation;
- to communicate and co-operate on educational issues with persons or bodies outside the School as appropriate;
- to contribute to the extra-curricular life of the School as appropriate and attend and support School and House events wherever possible.

## Teaching:

- to ensure that lessons are planned in appropriate detail (considering pupils' prior attainment) and are prepared and delivered in accordance with the Learner Profile, departmental Schemes of Work and regulatory standards, reinforcing the need for high expectations which inspire, motivate and challenge pupils;
- to take account of pupils' educational needs (differentiating where appropriate), to teach in a manner appropriate to a Grammar School (as outlined in the School's *Guide to Outstanding Teaching*), including the setting and marking of work, to be carried out by the pupils in School and elsewhere (homework), according to agreed schedules;
- to assess, record and report on the development, progress and attainment of pupils in accordance with the School's policy, in order to ensure pupils fulfil their potential. This record of assessment should be available to the Head of Department or Directors of Studies on request;
- to regularly mark pupils' work, giving appropriate feedback and keeping records of marks;
- to provide mark lists, grading lists, written reports, internal comments or references relating to individual pupils as the School may require;
- to communicate with Head of Department and Form Tutor regarding the progress of individual pupils, as necessary;
- to attend Parent Evenings to discuss the progress of pupils and use such occasions to offer constructive advice on what pupils need to do to improve their progress;
- to participate, within the guidelines laid down by the Head of Department, in the evaluation and development of appropriate methods of teaching, syllabuses and materials, writing Schemes of Work as reasonably requested and contributing to the development of departmental policy;
- to assist with displays and publishing of pupils' work;
- to utilise ICT as an effective tool to aid teaching and other classroom resources as appropriate;
- to assist with departmental voluntary activities, societies, trips and initiatives.

## Pastoral Care:

Teachers will act as Form Tutors under the direction of a Progress Leader and Head of School/Director of Sixth Form and they will:

- be 'in loco parentis', responsible for the welfare of pupils in the Form and the first point of contact for those seeking help or guidance or wishing to express concern;
- take an interest in the personal circumstances and development of each pupil in the designated Form Group, in his/her happiness and security, and to be available for advice or consultation with parents as well as provide comments on Reports, and to handle correspondence;
- promote the academic progress and well-being of individual pupils and any Form Group, class or group, ensuring consistent feedback is given, which guides pupils. Discussing Reports and supporting self-evaluation activities with the designated Form Group;
- providing tutees with guidance and advice on educational, careers and social matters, monitoring their welfare and making relevant records and reports (including reference and personal profiles) in accordance with the School's policies. If necessary, directing pupils to sources of more expert advice on specific questions;
- ensure that the Form Group's Pupil Planners are kept up to date and to ensure they are used effectively by pupils including as a means of parent(s)/School communication;

- promote the Learner Profile and high standards of behaviour, attendance, punctuality and attitudes to work.
- ensure that pupils' dress and appearance conform to the requirements set out in the Code of Conduct;
- encourage pupils to develop their interests and talents through participation in extra-curricular activities and the broader life of the School;
- discharge effectively a range of Form administrative duties.

## **Personnel and Continuing Professional Development:**

- to attend and participate in Staff INSET and training courses and events, as requested;
- to contribute, as requested, to the selection, appointment and professional development of staff, including the induction of new teachers;
- teachers on the Upper Pay Scale will be expected to make a greater contribution to the School's Appraisal and CPD arrangements as part of their normal working arrangements.

## **CONDITIONS OF EMPLOYMENT**

- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- To uphold the School's policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification at any time after consultation with the postholder.
- All staff members are required to participate in the School's Appraisal Scheme.








# Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

Kenilworth Gardens | Westcliff-on-Sea | Essex | SS0 0BP | 01702 475443

 [www.whsb.essex.sch.uk](http://www.whsb.essex.sch.uk)  [facebook.com/WHsforBoys](https://facebook.com/WHsforBoys)  [@WHsforBoys](https://twitter.com/WHsforBoys)