

Job Description – DT Technician (focused on Food and Nutrition)

Pay Grade: ME 4/ME 5 - 35 hours per week depending on experience – 39 weeks per annum (Term time and 5 INSET days)
Responsible to: Senior Design Technology Technician
Hours of work: This post is full-time 35 hours per week / 39 weeks per year

JOB PURPOSE

- To provide support in Design and Technology department to support the effective delivery of the curriculum to all year groups with the primary focus on Food and Nutrition, including preparation of resources and support to staff and pupils

JOB DESCRIPTION

Support for Pupils

- Guidance and support to pupils in key stage 3 lessons with particular focus on those with special needs
- Guidance and support to Key stage 4 pupils including making appropriate choices for practical lessons and methods of working. Feedback and advice on how to improve results.

Support for Teachers

- Create and maintain an orderly, hygienic and productive working environment
- Promote and ensure the health and safety and good behaviour of pupils at all times
- Supervision of students in practical lessons as required
- Providing extra support for teachers unfamiliar with teaching technology

Support for the curriculum

- Management and replenishment of stock/resources for food technology and other subjects deliver by department
- Preparation of resources to support the teachers effective delivery if curriculum

Safeguarding:

- Supporting the school's safeguarding procedures and policies by pro-actively ensuring visitors are signed in and issued with an appropriate lanyard
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities:

- Play a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example
- Support the school in meeting its legal requirements for worship
- Actively promote school policies and procedures
- Responsibility for own continued professional development and participation in appraisal process
- Compliance with the school's Health and Safety Policy undertaking risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- Attending and participating in meetings scheduled in the school calendar punctually
- Adhering to the School's Safeguarding Policy
- Be aware of and support difference and ensure equal opportunities for all
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- 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 construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing