**Job Description**

Job title: Art and Food Technology Technician

Responsible to: Head of Art

Professional links: Food Technology teacher

Grade: NJC Scale 3 (0.54 FTE)

**All Staff at Polam Hall School should:**

1. Promote and support the distinctive character of the Polam Hall School as demonstrated through its ethos, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.
2. Understand the concept of in loco parentis and be concerned for the development and well-being of each pupil holistically, through pastoral and spiritual leadership.
3. Support the values and inclusive nature of the school creating a positive and happy learning environment.
4. Contribute to the whole professional life of Polam Hall School where there is a commitment to teaching and learning and to each pupil gaining meaningful and enriching experiences.
5. To promote the ethos of Polam Hall School, embracing pupils of all faiths and none

**Job Purpose:**

* Working under the overall direction of the Head of Art and the teacher responsible for Food Technology, provide support for the teaching of these subjects in the preparation and maintenance of materials, ingredients and equipment.
* To assist with the preparation of resources, images and displays.
* To maintain stock and carry out stock control
* Under the direction of the teacher, to assist appropriately with practical work.
* To ensure that health and safety policies and practices are followed at all times.

**Responsibilities:**

**Art**

* Daily management of equipment and resources for classrooms, pottery room, and textile stock area
* Preparation of equipment and resources for lessons.
* Mounting, display and exhibition of Art and Design work
* Assist with stock control and ordering of materials and resources
* Give support to pupils where a need for assistance has been identified
* To inform the teacher of any health and safety implications as and when appropriate
* Assist the teacher in organisation of school art trips
* Assist with Art and Food Technology school events/presentations for pupils
* To carry out any other tasks as reasonably requested by the Head of Art or teachers in the Art Department

**Food Technology**

* To operate and assist in the general maintenance of the equipment in the Food Technology room
* To assist with the preparation, distribution and storage of resources and materials
* To assist with the upkeep of both stock and equipment records within food technology
* To inform the teacher of any health and safety implications as and when appropriate
* To maintain a high standard of cleanliness within the food technology classroom
* To assist with the preparation of ingredients
* Give support to pupils where a need for assistance has been identified
* To carry out any other additional tasks as reasonably requested by the Food Technology teacher

**Additional expectations:**

* To have regard to guidance on keeping children safe in education
* To observe health and safety requirements and to contribute to ensuring a safe working environment
* To take responsibility for own professional development and support that of colleagues where appropriate.
* To participate in performance appraisal.
* Attend and participate in relevant meetings as required.
* To maintain high standards of professionalism in every facet of the role, including conduct, dress code, and communications.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main accountabilities and expectations for the post.