

Woodchurch High School

A Church of England Academy

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| Post Title: | Resource Assistant – Food Technology |
| Reporting to: | Subject Leader / Curriculum Leader / Headteacher |
| Disclosure level: | Enhanced DBS |
| Christian Ethos: | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| Overall Responsibility:  | To work under the instruction / guidance of senior staff / teaching staff to undertake work / support programmes, to support the Food Technology curriculum functions of the school and to be part of a team. |
| **Support for the school*** Be aware of and comply with policies and procedures relating to child protection, health, safety and security, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings and other after school activities as required
* Participate in training and other learning activities and performance development as required
* To support the Departments in school activities ie Open night, presentation evening and Options Day
* Prepare food for Governors meetings
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| **Support for pupils*** Promote the inclusion and acceptance of all pupils.
* Promote and assist the school in reducing bureaucracy for teaching staff.
* To work with small groups of pupils to support intervention
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| **Support for the Teacher*** Maintain a purposeful, orderly and supportive environment, and assist with the display of pupils’ work.
* Assist with the development and planning of learning activities.
* Assist in the ordering of resources/equipment and the maintenance of inventory and advise on repairs and hired equipment for the curriculum area
* To maintain the standard of hygiene and safety of equipment and rooms within the department
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| **Support for the Curriculum*** Monitor and arrange stock and secure storage of supplies including purchase and distribution of ingredients for practical work.
* Maintenance of equipment, check for safety and undertake simple repairs and/or arrange for repairs when necessary.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including assisting with cleaning up after lessons
* To be accountable for working with the Health & Safety Officer in promoting a hygienic and safe working environment for staff and pupils.
* To observe Health & Safety and respond to Health & Safety reports, requirements and guidance
* Carry out any other duties commensurate with the grading of the post as required by the Headteacher.
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| **Experience:-*** Good knowledge of cooking skills or practical
* NVQ 2 or equivalent qualification or some experience in relevant discipline

**Knowledge/Skills:-** * Effective use of ICT, cameras, scanners etc
* Use of relevant equipment/resources
* Ability to prioritise, adapting and changing in a busy working environment, using own initiative within a successful team.
* Knowledge of particular subject/technical area
* Knowledge of relevant polices/codes of practice and awareness of relevant legislation
* Ability to identify own training and development needs and co-operate with means to address these
* Ability to relate well to children and adults
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| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees. |

**December 2018**