

JOB DESCRIPTION

CO-ORDINATOR OF FOOD TECHNOLOGY & NUTRITION

Olney Campus

CORE PURPOSE

- Provide professional leadership and management of Food Technology and Nutrition to secure high quality teaching and learning, effective use of resources and improved standards of learning and achievement for all students;
- Develop teaching and learning within Design and Technology, with a focus on your managed area;
- Monitor, evaluate and be accountable for student progress in KS3, KS4 and KS5 Food Technology and Nutrition ensuring that all students make progress towards and most students achieve at or beyond the in school and National (FFT column D) targets;
- Raise the profile of Food Technology and Nutrition within the Design and Technology Curriculum to ensure that Design Technology recruits well and maintains a strong and successful presence at KS4 through excellent retention from Year 8 to Year 9 and Year 9 to Year 10;
- Assist in the development of the department at Olney, in line with the overall needs of the school, with an understanding of how your subject area contributes to school priorities and to the overall education and achievement of all students.

Reporting to: Co-ordinator of Design Technology Olney and Head of Food

Responsible for: Teaching and support staff relevant to the teaching of KS3, KS4 and KS5 Food Technology, Nutrition and Hospitality within Design and Technology

Liaise with: Olney staff

STRATEGIC DIRECTION

- Support the Head of Food with the production of Programmes of Study. This includes monitoring and reviewing Schemes of Work to meet the needs of curriculum or exam board changes, ensuring these are in place and follow school policy;
- Attend TLR management meetings as necessary;
- Work with Design Technology staff (including technicians and admin support) to develop resources which will enhance the student experience of design technology and support the school's vision and development plan;
- Keep up to date with National and local developments including teaching and methodology;

- Regularly (independently or in collaboration with Design and Technology staff) contribute to the Learning Zone and the school website ensuring that Design and Technology content is relevant and up-to-date;
- Assist the Co-ordinator of Design Technology Olney with the smooth running of the department.

TEACHING AND LEARNING

- Ensure complete coverage, continuity and progression in the delivery of Design and Technology for all students, including those of high ability and those with special educational or linguistic needs;
- Evaluate the teaching of Design and Technology in the school at KS3 and KS4, use this analysis to identify effective practice and areas for improvement, and take action to improve further quality of teaching;
- Ensure that the delivery of Design and Technology encourages active learning and that students work productively and at an appropriate pace;
- Establish a partnership with parents to involve them in their child's learning of Design and Technology, as well as providing information about curriculum, attainment, progress and targets;
- Oversee development effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop student's understanding (via the organisation of school trips and visiting establishments of further education).

LEADING AND MANAGING STAFF

- Support the team in achieving constructive working relationships with students;
- Ensure that all KS3 and KS4 teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in Design and Technology, and communicate such information to students;
- Provide guidance on the choice of the appropriate teaching and learning methods to meet the needs of the subject and of different students;
- Be a role model for other staff in terms of your own teaching, ensuring you teach consistently good/outstanding lessons.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- Work with the Head of and Co-ordinator of Design and Technology to identify resource needs;
- Manage the organisation and maintenance of teaching resources including IT with particular reference to Food & Nutrition;
- Create an effective and stimulating environment for teaching and learning.

ETHOS AND CULTURE

- Promote an ethos and culture within the department that are in line with achieving the aims of the school;
- Undertake any reasonable tasks related to the job role as directed by the Head or Co-ordinator of Department or any other senior member of staff.

September 2017