

Job Description

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| Job Title: | Food & Art Technician | Department/Group: | Technical Curriculum Support |
| Level/Salary Range: | Grade 4 | Reporting to: | Teaching staff |
| Weeks per year: | Term time only plus 5 days | Hours per week: | 37 hours |
| Safer Recruitment Statement | | | |
| Bolton St Catherine's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | |
| All staff at Bolton St Catherine's Academy are required to: | | | |
| <ul style="list-style-type: none"> • uphold and promote the school's vision and aims outlined in the Academy Improvement Plan • uphold and promote the Christian ethos of the school • support and contribute to the achievement of our students academically and pastorally • support and contribute to the school's responsibility for safeguarding students • undertake professional training to enhance personal development and job performance; • Comply with all Academy policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection • maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all students, parents/carers, colleagues and governors, treating everyone with dignity and respect • share best practice, expertise and skills with others | | | |
| Main Objectives of Role: | | | |
| <ul style="list-style-type: none"> • Provision of technical curriculum support to the Art Department and Food Technology Department | | | |
| Job Description | | | |
| <p>Main responsibilities</p> <ul style="list-style-type: none"> • Under the guidance of a teacher, provide students with the necessary materials and equipment to be able to access their learning activities • Under the guidance of a teacher, support pupils in accessing learning activities • Create and maintain a purposeful and orderly and productive learning environment. • Timely and accurate preparation and use of specialist equipment/supplies/materials as required by staff/curriculum/lesson plans etc. • Demonstrate and assist others in safe and effective use of specialist equipment/materials. • To make items for practical demonstrations - WAGOLL. • Undertake technical support for structured and agreed learning activities • To ensure classwork notified by absent teachers is passed to supply staff in readiness for their lesson • Assist teachers in collecting in written work from students and filing work in correct folders as requested by the teacher • To ensure that working areas are safe and tidy after practical lessons in accordance with safety procedures; • Carrying out routine cleaning and maintenance of equipment • Ensuring that all equipment and materials are stored in an organised framework and catalogued for easy access • Visual checking of plugs and electrical equipment and arranging for any repairs to be carried out • Maintain records as requested. • To be vigilant on matters relating to Health and Safety within the department, reporting concerns to the subject leader • To assist the Head of Department in the maintenance of risk assessment documentation. • To prepare and present displays in consultation with teachers. • Provide clerical/administrative support. • Monitor, manage and order stock and supplies (in consultation with the Head of School and within agreed budgets) • To maintain an inventory of the specialist equipment held in the subject areas <p>Communications</p> <ul style="list-style-type: none"> • Ensure that contact with a wide range of people is friendly, supportive and professional. <p>General responsibilities</p> <ul style="list-style-type: none"> • Work collaboratively with a range of internal and external partners • Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Academy strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation. | | | |

All staff at Bolton St Catherine's Academy will:

- Continue their own professional development
- Follow and actively promote the school's policies
- Seek to be positive and to build up the common good by our own individual contribution to the life of the school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Work within the Academy's Health & Safety Policy to ensure a safe working environment for all staff and students.
- To work within the academy's policies and protocols regarding data storage and management such that the school complies with the General Data Processing Regulation.
- Follow any reasonable request from the headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

April 2018

Signed: _____

Date: _____

Name: _____