

**Job Description**

**Health and Wellbeing Technician:** PE and Food and Nutrition

**Role accountable directly to:** Director of Health and Wellbeing

**Salary:** SCP 11 £17,007pa pro rata (£12,075pa)

**Working hours:** 30 hours per week, term time plus 5 days

**Main Purpose of the job:**

**The Health and Wellbeing Technician:** Will be responsible for supporting teaching and learning, assessment and extra curricular provision across the faculty. The post holder will take administrative duties and will also supervise students in appropriate clubs, training sessions and other activities including faculty trips and sports fixtures.

**Key responsibilities:**

* To prepare materials and equipment for use in faculty including food ingredients and PE equipment
* To assemble and disassemble displays in the faculty areas
* To organise and maintain resources
* To assist with the annual stock-take
* To assist with the maintenance of a safe working environment
* To prepare materials for Food Technology lessons
* To check and report any faults
* To take part in Performance Management procedures
* Demonstrate passion and enthusiasm for the faculty and ensure that The Oldham Academy North vision and core values are demonstrated at all times
* Actively promote and demonstrate creativity, innovation and the use of new technologies to achieve excellence in all aspects of the faculty
* Letters/Emails to parents, other schools and outside agencies
* Arranging/confirming fixtures and produce fixture list
* Booking transportation e.g. school minibuses and coaches
* Send items for the website to website administrator
* Help with organisation of special events e.g. Celebration of Achievement/Reflections/sports

day/open evening

* Participate in faculty meetings (take minutes etc)
* Liaise with grounds maintenance for PE requirements
* Liaising with external coaches who run after schools clubs
* Collating articles and putting together newsletter each month.

**Please note:** This job description provides an overview and may not cover all aspects of the job. The role may involve other responsibilities as reasonably expected from the Headteacher at short notice.

***“The school’s work to promote pupils’ personal development and welfare is outstanding”***

OFSTED: May 2016

**Person Specification**

**Qualifications**

**From**

 **Desirable**

**Essential**

|  |  |  |  |
| --- | --- | --- | --- |
| Evidence of continuous professional development  |  |  | A,I |
| Additional, relevant training and qualifications in Safeguarding training |  |  | A,I |
| Hold (or be working towards) a sporting and or nutrition qualification |  |  | A,I |

**Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Experience of managing teams, supporting and challenging at all times |  |  | A,I |
| Experience with children in the age range 11-16 |  |  | A,I |
| Experience of being in a kitchen environment and preparing food. |  |  | A,I |
| Have a wide range of personal sporting experience and to have performed at performance or elite level  |  |  | A,I |

**Knowledge and skills**

|  |  |  |  |
| --- | --- | --- | --- |
| Ability to efficiently and effectively manage administrative work |  |  | A, I |
| Ability to support staff and students in maintaining high standards |  |  | A,I |
| Ability to form good working relationships with all staff |  |  | A,I |
| Ability to assist in creating a stimulating and safe learning environment |  |  | A,I |
| Ability to lead a team of students to ensure extra curricular opportunities are provided to all |  |  | A,I |
| Ability to establish and maintain a purposeful working atmosphere |  |  | A,I |
| Demonstrate a commitment to equal opportunities |  |  | A,I |
| Able to encourage children in developing self-esteem and respect for others |  |  | A,I |
| Knowledge of and/or ability to use technology to support student learning |  |  | A,I |

**Commitment - demonstrate commitment to...**

|  |  |  |  |
| --- | --- | --- | --- |
| Excellence at all levels and a determination to succeed |  |  | A,I |
| Achieving the highest standards of teaching and learning for all students |  |  | A,I |
| Motivate others and adopt a positive approach to education |  |  | A,I |
| Equality of opportunity for staff, students and all members of the school and wider community |  |  | A,I |
| Promoting The Oldham Academy North’s vision and ethos |  |  | A,I |
| Establishing a high quality, stimulating learning environment |  |  | A,I |
| Ongoing relevant professional self-development |  |  | A,I |
| Safeguarding and child protection |  |  | A,I |

**Key**

A Evidence from application form and personal statement

I Evidence from a face-to-face interview