



Food Technology Technician

[illegible]



**COX
GREEN
SCHOOL**

Food Technology Technician

Job Description: Technician

Line Manager:	Subject Leader
Posts directly supervised:	N/A
Main Purpose of Role:	To secure excellent achievement and progress of all students and to ensure gaps are narrowed within the classes taught within the Food Technology department by providing technician support. To prepare and maintain resources and to support staff and students in high quality teaching and learning

Accountabilities:

Achievement and Progress

- Ensure all students; including those with SEN make at least good progress across all of the key stages by supporting students in accessing learning activities under the guidance of the teacher.
- Role model good levels of literacy, communication and numeracy.

Teaching and Learning:

- Understand the National Occupational Standards (TDA) and apply them in work.
- Support the delivery of high quality learning by providing technician support in order that students make at least good progress.
- Support all students and key stages across the curriculum as required by the timetable.
- Promote consistently high expectations of all students and apply whole school policies.
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students.
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities.

Behaviour and Safety:

- Develop and promote effective partnerships with parents, carers, other staff and students so they are highly positive about the subject area in terms of achievement, teaching and learning, behavior and safety.
- Take a role in establishing a positive learning environment within the classroom.
- Ensure all students within the classroom show high levels of engagement, courtesy, collaboration and cooperation within the subject area.
- Ensure student behaviour is managed through a systematic, consistent approach to behavior management, in line with whole school policy, is applied within all lessons.
- Take active steps to eradicate all forms of bullying.
- Be aware of what constitutes an unsafe situation and that staff within their subject area know how to keep themselves and others safe.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Perform duties in line with Health & Safety rules.
- Undertake First Aid duties in line with qualification/training received and act in line with the schools accident/incident policy.

Leadership and Management

- Lead by example and demonstrate passion and ambition for the school and its students.
- Employ highly effective strategies to improve achievement and progress by: seeking out and modelling best practice and reflection and be open to coaching, dialogue, mentoring and support.
- Seek regular feedback through line management and be positive and active in team meetings to allow for effective communication and dissemination.
- Work effectively and positively with the governing body, the leadership team and all other staff.
- Meet the statutory requirements for safeguarding.

Main Duties:

- Timely and accurate preparation and use of specialist equipment/resources/materials/worksheets as required by staff/curriculum/lesson plans in line with instructions from the subject teacher. This will include preparing equipment to enable the teacher to demonstrate or preparing materials for pupils to use during lessons.
- Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse/spoilage.
- Maintain records as requested.
- Provide clerical/administrative support e.g. telephoning to make enquiries, arrange visits, organise visiting speakers, photocopying, printing, display work and any other administration as required.
- General tidying of rooms and stores.
- Undertake cleaning of used equipment and simple maintenance. Undertake periodic cleaning of equipment in line with Departments timetable.
- Create displays of work for display boards and display cabinets within the subject area and across the school.
- Ordering, monitoring and managing stock and supplies, cataloguing as required.
- Ensure that annual maintenance and safety checks are carried out, recorded and actioned.
- Maintenance of specialist equipment, checking for quality and safety and undertake repairs if necessary.
- Demonstrate and assist others in safe and effective use of specialist materials.
- Assist in researching teaching resources and visual aids.

Others:

- To attend staff briefings and meetings in accordance with the calendar.
- To participate in the Staff Appraisal process and absence management meetings.
- To undertake a thirty minute duty each week.
- To provide First Aid cover on a rotational basis.
- To undertake invigilation duties when required.

General Responsibilities:

- As a member of support staff contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognizes and celebrates success and promotes high expectations and aspirations.
- Contribute to the effective management of the school through the implementation of school policies, code of conduct.
- Attend meetings and parents' meetings relevant to the post.
- Other duties as the Head may reasonably require.

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:**Signature:****Date:**