**TBSHS Job Description**

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| **Job Title:** | Art and DT (food) Technician |
| **Responsible to:** |  |
| **Line Management:** | Head of Design & Technology |
| **Job Grade:** | H1 |
| **Contract and**  **Hours Of Work:** | 20 Hours per week |
| **Job Purpose:** | To support the smooth running of the Art department and Food Technology. Managing stock, maintaining classrooms, resources and stock room and preparing teaching resources, maintaining and cleaning the equipment and teaching environment to a high standard, and supporting the teachers in lessons.  To assist with art displays in school and assist with the Art Exhibitions and preparation for Art Moderator visits. |
| **Main Duties & Responsibilities** | * To work alongside teachers in supporting the preparation and cooking of food in lessons. * Working one-to-one with select students to aid their progress within Food Tech. * To working alongside teachers in supporting the preparation of Art lessons. * Supporting the delivery of ceramics, including prepping clay for lessons and managing the kiln room. * Demonstrate the use of key equipment for pupils when required. * Ensure that surfaces and equipment are clear and clean. * Cooling and storage of student food after preparation. * Ensure Food Tech room is fully cleaned after use. * Ensure Art rooms are cleaned after use. * Maintain the storing and displaying of resources and student work. * Keep all store/prep rooms/classrooms in a clean and tidy condition. * Attend all health and safety training courses as determined by the management of the school. * To maintain confidentiality at all times in respect of school related matters. * Prioritise workload as directed by the Line Manager. * Any other reasonable duties as directed by the Line Manager or members of the Leadership Team. |

**Person Specification**

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|  | ESSENTIAL | DESIRABLE |
| a) Experience |  | * Experience of working with children / young people * Experience of working in a school /college or similar establishment |
| b) Qualifications | * Studied to a minimum standard of GCSE (grade A\*-C) or equivalent, in English, Maths and a Science * Willing to undertake any additional training as required. | * NVQ or equivalent qualification in a relevant discipline |
| c) Skills | * Ability to build and form good relationships with students and colleagues * Ability to work constructively as part of a team, understanding school roles and responsibilities including own * Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals * Good numeracy and literacy skills | * Working knowledge of national curriculum * Working knowledge of relevant policies, procedures, regulations/legislation e.g. Health & Safety and COSHH * Ability to proficiently use computer software including word-processing, spreadsheet, database and internet systems |
| d) Qualities | * Proactive and able to work independently as well as part of a small team * High level of practical and problem solving skills * Flexible approach and ability to prioritise short and long term tasks * Efficient and meticulous in organisation | * A nice person to be able to have a good relationship with the DT staff and the students. |

**Safeguarding**

* The Bishop’s Stortford High School is committed to safeguarding and promoting the welfare of children and young people
* This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the Governing Body’s pre-employment checks.

**Additional Information**

* All employees are expected to abide by the new regulations regard to the new data protection regulations. If in any doubt as to how these apply, please ask your line manager.
* All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training and performance management and development.
* The post holder is expected to accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.