

Date: Oct 2024
Job Title: Food Tech Technician
Responsible to: Line Manager
GRADE: H4.1-H4.4

1. PURPOSE OF THE JOB

- (i) To assist in the support and inclusion of children with Special Educational Needs/diverse learning needs within a Special Needs School
- (ii) To support the smooth running of Food Technology based activities within the department. This will include the ordering and preparation of ingredients/materials, resources and equipment for lessons, managing their organisation and storage, and leading lessons when required in the absence of teaching staff

2. MAIN AREAS OF RESPONSIBILITY

- (i) Ensuring all equipment in the food technology classroom is clean and in good working order
- (ii) To order produce, and equipment and manage their storage
- (iii) To prepare materials, food and equipment for practical lessons
- (iv) To assist in the development of new projects and teaching resources
- (v) To carry out routine inspections of the food technology classroom, equipment and the working environment to maintain standards of Health and Safety
- (vi) To attend the Health and Safety training courses necessary to become accredited in food Hygiene and the core H & S standards
- (vii) to lead food tech lessons when required, in the event of absence of teaching staff

2. DAILY DUTIES

Supporting the Food Tech Classroom

- (i) to operate and be responsible for the general maintenance of the equipment in the food technology classroom
- (ii) to order produce, equipment and manage their storage
- (iii) to prepare materials, food and equipment for practical lessons
- (iv) to assist in the development of new projects and teaching resources
- (v) to carry out routine inspections of the food technology classroom, equipment and the working environment to maintain standards of Health and safety
- (vi) to attend health and safety training courses necessary to become accredited in food hygiene and the core H&S standards
- (vii) to support teaching staff in practical lessons (i.e. oversee students using equipment)**
- (viii) Your weekly routine will include maintaining the equipment and the teaching environment to a high standard
- (ix) You will work with our team to assist in the development of new projects and teaching resources including supporting teaching staff in practical lessons to help maintain high standards of Health and Safety (i.e., oversee students using equipment)

Supporting the Pupil

- (i) To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported.
- (ii) Taking into account the learning support involved, to aid the children to learn as effectively as possible both in group situations and on his/her own by, for example:
 - (iii) Clarifying and explaining instructions
 - (iv) Ensuring the child is able to use the equipment and materials provided
 - (v) Helping pupils to concentrate on and finish work set
 - (vi) Meeting physical needs as required whilst encouraging independence
 - (vii) Liaising with class teacher and Senior Teaching Assistant about individual education plans (IEPs)
 - (viii) Developing appropriate resources to support the children
- (ix) To establish a supportive relationship with the children concerned
- (x) To encourage acceptance and inclusion of children
- (xi) To develop methods of promoting/reinforcing the child's self-esteem
- (xii) To provide basic First Aid during the course of a school day and whilst off-site where necessary
- (xiii) To provide Intimate Care to pupils during the course of a school day and whilst off-site where necessary

Supporting the Teacher

- (i) To assist, with the class teacher (and other professionals as appropriate), in the development of a suitable programme of support (IEPs) for children who need learning support
- (ii) In conjunction with the class teacher and/or other professionals to develop a system of recording the children's progress
- (iii) To contribute to the maintenance of children's progress records
- (iv) To participate in the evaluation of the support programme
- (v) To provide regular feedback about the children to the teacher

Supporting the School

- (i) Where appropriate to develop a relationship to foster links between home and school
- (ii) To liaise, advise and consult with other members of the team supporting the children when asked to do so
- (iii) To contribute to reviews of children's progress, as appropriate
- (iv) To attend relevant in-service training
- (v) To be aware of school procedures
- (vi) To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately
- (vii) to lead food tech lessons when required, in the event of absence of teaching staff

Support for the Curriculum

- (i) To develop awareness of the requirements of the national curriculum
- (ii) To support specific aims in lessons as planned and directed by the teacher
- (iii) To develop awareness of the aims of the literacy and numeracy strategies relevant to the classes supported
- (iv) To develop awareness of curriculum targets and support work towards them

4. SUPERVISION

To work under the supervision of the class teacher, sometimes taking the whole class to enable class teacher to work with small groups; depending on grade, to also cover classes in the absence of any class teacher.

5. ORGANISATION CHART

Line Manager
Headteacher

6. PERSONAL QUALITIES

An enthusiasm for the job
Commitment, energy, creativity and imagination. A capacity for hard work. A positive approach and attitude to change.

An ability to work effectively as part of a team, maintaining positive professional relationships with colleagues.

7. KNOWLEDGE, EXPERIENCE AND TRAINING

- (i) Knowledge of health & safety, hygiene (HSAS) or willing to train
- (ii) Practical/hands-on experience and a basic knowledge of food preparation
- (iii) Basic IT skills with a willingness to extend this knowledge
- (iv) Ability to work as part of a team
- (v) Good organisational skills and the ability to work independently
- (vi) A willingness to learn new skills and take part in department training to further your knowledge as technology and the curriculum evolve
- (vii) Whilst prior Health and Safety training would be ideal this would be provided to the successful applicant

8. EXPERIENCE, KNOWLEDGE & TRAINING

This position would suit an applicant who has practicable/hands on experience through working in the catering sector with good food preparation skills and a willingness to further their knowledge

- Communication skills, both written and oral
- Interpersonal skills
- Teacher skills
- Curriculum knowledge and understanding
- Special educational needs knowledge and understanding

8. PROBLEMS AND DECISIONS

- Behaviour - implement school policy
- Unexpected changes in working arrangements eg. teacher/pupil absence - flexible approach to situation
- Methods of teaching individual and groups
- Work to be undertaken

5. JOB CONTEXT

Working in a Special Needs School with children who have special educational needs.
Work will come in consultation with the class teacher and/or the Senior Teaching Assistant or the Headteacher.

6. CONTACTS

- Class teacher - joint planning and assessment
- Senior Teaching Assistant - joint planning and assessment
- Deputy Headteacher - joint planning and assessment
- Parents - two-way sharing of information
- External Agencies - liaison with and supporting their work

9. PHYSICAL EFFORT

There will be a requirement to be physically fit for the role as this involves cleaning of the food tech room

10. WORKING ENVIRONMENT

Interaction with hot surfaces, gas and electricity and electrical equipment

11. ADDITIONAL INFORMATION

- increasing expectation to engage in fuller professional development resulting from appraisal
- Increasing expectation to be able to take independent decisions
- To integrate into all areas of job accountability the actions and behaviours required to actively implement Pinewood School Academy Trust's equal opportunities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

It is not always possible to define completely the duties and responsibilities of the role and the Headteacher may vary these from time to time without changing their general character or the level of responsibility entailed.

The job description will be reviewed and updated annually as part of the performance management process.

JOB DESCRIPTION

Pinewood School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are required to have received a satisfactory enhanced Disclosure and Barring Service check on employees before they start work

I confirm I have read and acknowledged the above information and understand the job description as outlined above.

Signature: _____ Member of Staff Date: _____

Signature: _____ Headteacher Date: _____