

Job Description: Technology Technician (Food)

Job Purpose

Under the instruction/guidance of senior staff: provide general support in a specific curricula/resource area including preparation and maintenance of resources and support to staff and pupils

Grade: Grade 3

Base: Consett Academy/North Durham Academy/Wellfield School

Responsible to: Head of Department

Main Responsibilities

Support pupils in accessing learning activities under the guidance of the teacher

Create and maintain a purposeful, orderly and productive working environment

Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc I maintain records, as requested

Ensure the health and safety and good behaviour of pupils at all times

Administer routine tests and invigilate exams and undertake routine marking of pupils' work I provide clerical/administrative support

Monitor and manage stock and supplies, cataloguing, as required I maintenance of specialist equipment: check for quality/safety, undertake repairs/ modifications within own capabilities and report other damages/needs

Demonstrate and assist others in safe and effective use of specialist equipment/materials I undertake structured and agreed learning activities/teaching programmes I 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 support difference and ensure all pupils have equal access to opportunities to learn and develop

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend and participate in relevant meetings, as required

Participate in training and other learning activities and performance management, as required

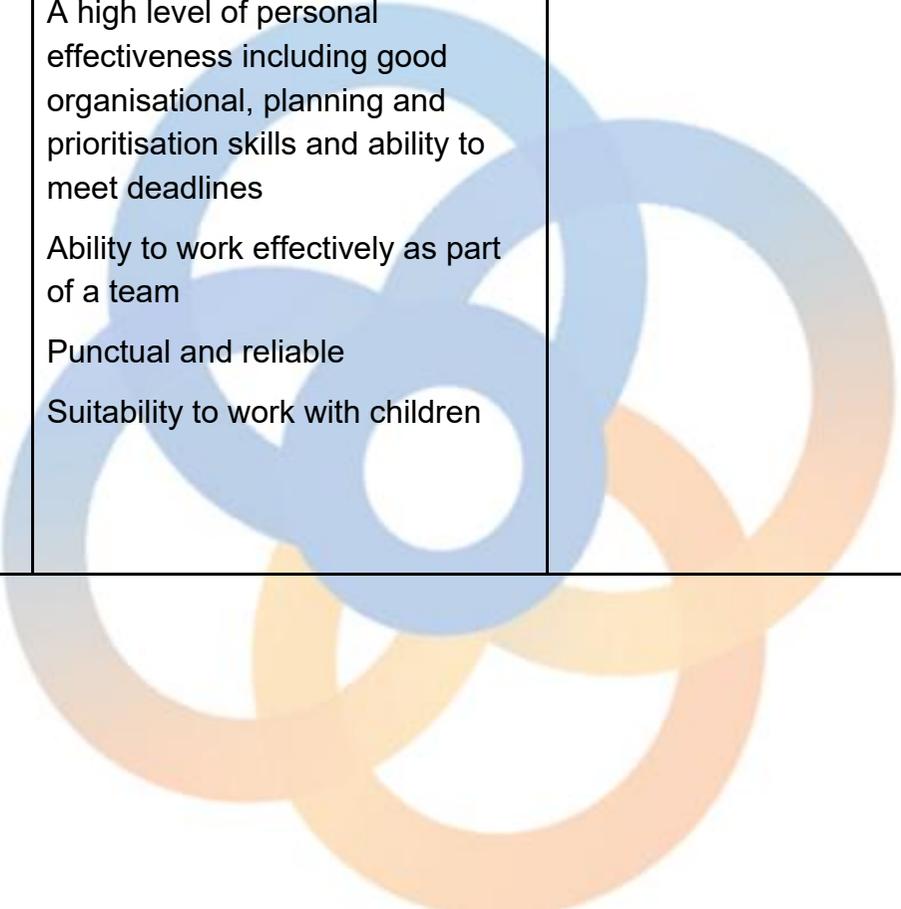
Assist with the supervision of pupils out of lesson times e g clubs, extra-curricular activities

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Principal from time to time, up to or at a level consistent with the main responsibilities of the job



Person Specification: Technology Technician (Food)

| Criteria | Essential | Desirable | Method of Assessment |
|---------------------------------|--|--|------------------------------|
| Qualifications and training | <p>Qualification or experience in relevant discipline/job role</p> <p>Confident in the kitchen environment and using a wide range of equipment</p> | <p>Evidence of recent professional development</p> <p>Current first aid certificate</p> <p>Current food hygiene certificate</p> | Application form/Interview |
| Experience | Experience of working with groups of young people | Experience of working in an academy environment | Application form, References |
| Professional Skills & Knowledge | <p>Excellent communication skills</p> <p>Good standard of numeracy & literacy</p> <p>Understands and acts on responsibility for the safeguarding and welfare of students</p> | <p>Effective use of ICT to support learning</p> <p>Knowledge of strategies to support student behaviour</p> <p>Subject knowledge of any area of the secondary curriculum</p> | Application form, References |



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| Personal attributes | Ability to build and maintain effective relationships and personal boundaries with students A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines Ability to work effectively as part of a team Punctual and reliable Suitability to work with children | | Application form, Interview/Assessment, References |
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