

DT/Food & Nutrition Technician



Contract: 15 hours per week 39 weeks per annum (term time only)

Job Profile

Core purpose

Under the instruction/guidance of the Head of Department, to provide curriculum support in Design Technology and Food & Nutrition, including the preparation and maintenance of resources and support to staff and pupils.

General Responsibilities (all staff):

1. To perform duties and attend meetings as reasonably required.
2. To participate in the School's performance management scheme.
3. To undergo in-service training where required.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.
6. To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Support for Students

1. Support pupils in accessing learning activities under the guidance of the teacher.
2. Provide feedback to pupils in relation to progress and achievement.

Support for Teachers

1. Create and maintain a purposeful, orderly and productive working environment.
2. Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
3. Maintain records as requested.
4. Ensure the health and safety and good behaviour of pupils at all times.
5. Provide clerical/admin support.

Support for the Curriculum

1. Monitor and manage stock and supplies, cataloguing as required.
2. Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs.
3. Demonstrate and assist others in safe and effective use of specialist equipment/materials.
4. Undertake structured and agreed learning activities/teaching programmes.

Support for the School

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEN Code of Practice as well as general staff procedures
2. Contribute to the overall ethos, vision and aims of the school
3. Appreciate and support the role of other professionals
4. Attend and participate in relevant meetings as required.
5. Participate in training and other learning activities and performance management as required.
6. Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities.

Person Specification

Experience

- Experience of working in a school or a similar role - *desirable*
- Experience of working with young people in a school or extra-curricular context - *desirable*
- Experience of working in DT rooms is preferred; comfortable working with specialist equipment and resources - *desirable*

Professional knowledge

- NVQ 2 or equivalent qualification or experience in relevant discipline.
- Knowledge of particular subject/technical area.
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Relevant knowledge of first aid.

Skills and Attributes

- Ability to manage own time effectively
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to relate well to children and adults.
- Use of relevant equipment/resources.
- Ability to identify own training and development needs and co-operate with means to address these.
- Good communication skills
- Good ICT skills
- Patient, flexible and adaptable
- A commitment to supporting learners with individual academic and welfare needs.