



Job Description and Person Specification



Post Title:	Technician: Food Technology and General Support
Responsible to:	Head of Learning Zone
Responsible for:	Supporting pupils/teacher as directed
Grade:	Band C, 24 hours per week, term time only Actual Salary £10,068 to £10,269 FTE Salary £18,065 to £18,426

Excellent standards of behaviour, respect and learning depend upon the ‘tone’ set by all members of the Trust community. We build upon our strengths – together!

Main Purpose of Job

To work under the direction and instruction of the Head of Learning Zone and appropriate teaching staff to support pupils and staff; preparation of Create Learning Zone resources.

The post includes one whole school duty per week.

Oakwood High School is part of Inspire Multi Academy Trust and all contracts or employment are with the Trust. All postholders at Oakwood High School are required to work at their designated level to support the implementation of all school and Trust policies and procedures to achieve key targets. These targets are reviewed annual and adapted to meet the needs of our pupils and operational needs.

All staff are required to work flexibly and in a way that encourages a positive work environment that is solution focused and proactive for all. The working hours for this post will be confirmed each year in line with the timetable set. This year (September 2019 to 2020 the hours of work will be over 4 days, approximately 8.30 am to 3.00 pm with a 30 minutes unpaid break.

Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment.



Registered in England: 0808775996

Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).

A=Accountability (which means being responsible for something to somebody), L= Leadership (guide, direct and influence the outcomes of) O=Operational (day-to-day management and control of these activities)

Duties and Responsibilities

1	Support for pupils and staff	A	L	O
1.1	Support learning by assisting pupils and teaching staff during all food practical lessons, including demonstration of skills, techniques and equipment.			/
1.2	Ensure pupil work is available in a timely fashion using specialist equipment.			/
1.3	Ensure the maintenance of a clean and orderly work environment. Clear away and clean/laundry equipment and materials used for practical purposes.			/
1.4	Prepare, operate and setup equipment and materials required for demonstrations and class practical work.			/
1.5	Ensure equipment and materials are stored safely.			/
1.6	Create displays in class/exhibitions and general school.		/	
1.7	Undertake stock control and inventory checks as appropriate including the upkeep of appropriate records on the school drives.	/		
1.8	Assist the teacher with learning activities ensuring health and safety and positive behaviour of pupils.			/
1.9	General administration within the learning zone including copying, printing and taking photographs of pupils work for coursework evidence.	/		
1.10	Monitor and arrange orderly and secure storage of supplies.			/
1.11	Maintenance of everyday equipment, check for quality/safety.			/
1.12	Report other damages.			/
1.13	Periodically work round the room, organising equipment, cleaning the storage of food equipment to ensure high standards of hygiene.		/	
1.14	Work with pupils in specialist areas when needed.	/		
1.15	Setting up non examined assessment (NEA) in accordance with JCQ regulations.		/	
2	Support for the Curriculum			
2.1	Support pupils to understand instructions.			/
2.2	Support pupils in respect of local and national learning strategies, e.g. science, literacy, numeracy, etc, as directed by the Teacher.	/		
2.3	Support pupils in using basic ICT as directed.		/	
2.4	Prepare and maintain equipment/ resources as directed by the Teacher and assist pupils in their use.	/		

3. Generic Duties and Responsibilities

3.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.
3.2	All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include First Aid (training will be provided).
3.3	Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.
3.4	Participate and contribute to Appraisal and the development of Service Delivery Plans and Operational Schedules.
3.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.
3.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
3.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.
3.8	Establish constructive relationships and communicate with others (inside and external to the Trust).
3.9	Organise and support Academy and Trust events as requested.
3.10	Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.
3.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a Senior member of staff you are required to role model behaviours and standards to your team and others at all times.



**Person Specification
Post: Technician
(Food Technology and General
Support)**



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Personal Skills Characteristics		Essential	Desirable	Method of Assessment (List Code Below)
1	Experience			
1a	Some knowledge/experience of working with young people.		✓	AF/I/R
1b	Ability to work as part of a team.	✓		AF/I/R
1c	Having a flexible approach to day-to-day working.	✓		AF/I/R
1d	Strong communication skills and the ability to follow instructions.	✓		AF/I/R
2	Qualifications and Training			
2a	Minimum A*-C GCSE in Science, English and Maths.	✓		AF/CQ
2b	Basic ICT skills, including word processing.		✓	AF/I/CQ
2c	Appropriate knowledge of Health and Safety will be required or the post holder willing to undertake and be able to successfully complete.	✓		AF/I/CQ
2d	Must be willing to become a first aider.	✓		
3	Special Skills and Knowledge			
3a	Ability to risk assess your own and the actions of others to ensure safe working practices.	✓		AF/I
4	Personal Qualities			
4a	A genuine enjoyment of working with young people.	✓		I
4b	An ability to stay calm and controlled in stressful situations.	✓		I
4c	An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.	✓		I/R
4d	A commitment to the provision of anti-discriminatory and anti-oppressive practice.	✓		I/R
4e	Conscientious, honest and reliable.	✓		R
5	Mandatory Requirements			
5a	A DBS check at an enhanced level (formerly CRB check) must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓		C
5b	School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act	✓		AF

	allow that minor spent convictions, cautions and bindovers do not need to be declared.			
5c	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓		AF
6	Physical Requirements			
6a	Health and physical capacity for the role.	✓		I, R
6b	A good attendance record in current employment, (not including absences resulting from disability).	✓		I, R

Key to abbreviations:

AF Application Form

R References

I Interview

CQ Certificate of Qualification

OT Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed)

C Criminal Records Check

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.