

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Teaching Assistant - Food Technology
Accountable to: Food Technology Teacher & Head of Sixth Form
Grade: Scale 1D, Point 3

CONTEXT

Purpose under the overall direction of the Food Technology Teacher, and in accordance with the practices and procedures of the school, assist teacher in providing safe areas for students and teaching staff. The Food Technology Technician will provide technical support to the department, by the preparation of equipment and materials for lessons. The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

Classroom Support

- Preparation of equipment, ingredients and learning area for lessons in accordance with students individual needs.
- Support classes to clear up on the end of the lesson.
- To ensure equipment and other materials are left/stored in a safe and secure condition, ready for re-use.
- Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Department.
- To inform the teacher of stock to be replaced/ordered. To collect, check and unpack weekly food order and occasional equipment order.
- Organise cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with inventory as required
- Assist students in class with work acting as a role model and support in their learning to help develop their skills and enhance their progress.
- Refill and monitor supply/PPE and inform teacher when these need to be ordered.
- Maintain a safe and clean working environment at all times

- Provide support and assistance to the teacher during practical lessons
- Assist in the organisation and presentation of the and Food room
- To be aware of students' individual needs (communication, behaviour) with great emphasis on food allergies, intolerances and dietary needs.
- To assist with practical examinations as and when required
- To invigilate Examinations as directed by the Examinations Officer as required

Health and Safety and Compliance

- To complete essential training as required.
- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work.
- To contribute to safe working practice in preparation/storage/teaching areas.
- To assist in maintaining all equipment used by staff and pupils to the highest standard.
- To ensure that any debris or spills are removed from the sinks, tables and other work areas to provide a safe environment for students and staff.

Other Duties

- To support teacher with weekly food order as and when required.
- To create learning resources when required.
- To sort and file resources as and when required.
- Undertake any other duties commensurate with the post and grade that made be required by the Head of Department or Co-Headteachers.

Safeguarding

Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation

Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role

Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

<i>Leadership</i>	To work under overall supervision of the Headteacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
GENERAL DETAILS	
REVIEW	
<p>This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.</p>	