## OAK LODGE SCHOOL

101, Nightingale Lane, London SW12 8NA

Tel: 020 8673 3453

## JOB DESCRIPTION

**Post Title:** Food Technician

**Line Manager:** Head of Hospitality and Catering

**Grade:** Scale 4

**Hours:** 36 hours per week

Term time plus 2 weeks - 41 weeks

**Main purpose of the post:**

Responsible under the guidance of the line manager to provide specialist support in a specific curricular or resource area including preparation and maintenance of resources and support to staff and pupils

To enable pupils to progress and achieve by ensuring access to the curriculum across all Key Stages

To assist the teacher in the management of individuals, groups of pupils and the learning environment across all Key Stages.

To ensure pupils’ specific Medical / First Aid needs are met.

**Main Activities and Responsibilities**

### Support for Pupils

* Use a range of skills, training and experience to support pupils.
* Establish professional and productive working relationships with pupils, acting as a good role model.
* Promote the inclusion and acceptance of all pupils within the classroom.
* Attend to pupils’ personal needs and provide advice to assist in their social, emotional and behavioural development, health & hygiene, including Sensory integration Programmes, personal care/toileting and performing medical procedures following training.
* Be aware of and contribute to individual learning support plans, behaviour plans, monitoring systems, individualized strategies used with a pupil etc.
* After training, be able to apply different teaching approaches used with different groups or individuals
* Use effective and appropriate language and communication skills and experience to support pupils in the classroom, promoting pupils’ communication skills in everyday situations
* After training, support specific communication needs, such as specific communication programmes/strategies, the use of alternative and augmentative communication (AAC), technical communication aids etc.

### Support for the Teacher

* Create and maintain a purposeful, orderly and productive learning environment
* Ensure timely and accurate design, preparation and use of specialist equipment, resources and materials
* Support pupils’ access to learning by using appropriate strategies and creating resources.
* Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested (e.g. observation or behaviour charts for each lesson, progress sheets, evidencing of progress etc.)
* Help to display work of high standard in the classroom and/or elsewhere, so that pupils can see the standard to which they can aspire.
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents through the use of appropriate strategies.
* To communicate effectively with, participate in and contribute to, regular meetings with the class-teacher about learning aims, strategies and systems used in class, in order to provide a consistent approach

**Providing daily support for teaching staff:**

* Laundry of cloths and tea towels;
* Getting out and putting away ingredients and equipment;
* Cleaning units, sinks, hobs and ovens;
* Checking cupboards and drawers for equipment;
* Supporting Staff in practical lessons;
* Helping to wash-up;
* Clean food rooms;
* Check units are put back properly and washing up is done to a good standard;
* Make sure sinks are clean and dry;
* Ensure proper stock rotation.

**Providing weekly support for teaching staff:**

* Bleaching washing up brushes;
* Organising, rotating and cleaning store and equipment cupboards;
* Cleaning refrigerators and rotating stock;
* Maintaining small equipment (e.g. de-scaling kettles);
* Refilling board marker pens;
* Ordering equipment;
* Photocopying as required;

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### Support for the Curriculum

* Work alongside teaching staff to plan, prepare, support, deliver and evaluate programmes of learning, to promote achievement.
* Support and implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses/needs.
* Support and lead in a variety of learning settings e.g. classroom, whole school events, enrichment, after-school clubs, day and residential trips, etc.
* Prepare and use specialist equipment, plans and resources to support pupils as required.

### Support for the School

* Undertake management of Food / Catering resources as required. This will include before-school and after-school preparation.
* Undertake 1:1 supervision of pupils during Food technology / catering lessons as required.
* Attend and participate in staff meetings, INSET sessions and other meetings as required.
* Be aware of; and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Assist in the general efficient operation of the school, including providing cover for other staff where necessary and as directed by the Leadership Team
* Assist in the supervision, training and development of staff.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* To understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults.
* To ensure that the designated DSLs, Social Worker and the Headteacher are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
* To ensure that your line manager is made aware and kept informed of any other concerns relating to work.
* Undertake any other such duties as the Headteacher may reasonably direct from time to time.

**Training expectations:**

* To make a commitment to your own professional development, undertaking training that is identified through appraisal and the school development plan.
* Undertake training and implement school policies and procedures including:-
* Food Hygiene
* Fire marshal training
* British Sign language
* Medical training
* ICT and technology including laptops, tablets PC’s

It is implicit that these duties are carried out in accordance with school and Council policies on equal opportunities.

This job description will be reviewed by the postholder and the Line Manager in the autumn term, 2022.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Postholder)