



**GUISELEY
SCHOOL**

Food and Textiles Technician

Grade:	Scale B3
Accountable to:	Curriculum Leader Design and Technology
Accountable for:	N/A
Any Special Conditions of Service:	TTO + 5 days. Requirement to occasionally work outside of school hours and off school premises as required by the school. Term time working.

Purpose of the Role:

To support the classroom teacher with their responsibility for the development and education of children in school utilising specialists skills. Working 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 students.

Main Duties:

Under the overall control of the Curriculum Leader for Design and Technology, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the Food and Textiles curriculum, including liaising with teaching staff and support staff outside the department.

To assist the Curriculum Leader for Design and Technology with the day to day organisation and development of staff to ensure that essential performance standards are achieved.

To contribute to the design, development and maintenance of specialist resources and /or long term projects

Administration

1. To carry out clerical duties and word processing documents/creating spreadsheets for administrative purposes and curriculum issues.
2. Regulating and ordering of stock/buying resources e.g. food, fabrics, sewing machine repairs.
3. Recording and handling of department funds e.g. requisition/petty cash.
4. To be responsible for managing the credit card spend for materials for the department.
5. Logging all equipment request sheets for lessons and prioritising service
6. Obtaining materials by local purchase

Curriculum/Resource Support

1. Support the Head of Design and Technology with department planning.
2. Preparation of teaching materials e.g. ingredients/fabrics as required.
3. Photographing of students' work, using digital equipment and creating PC files for use by students.
4. To set up and supervise the use of specialist equipment, including breadmakers and computerised sewing machines.
5. Writing and producing instruction sheets/worksheets, visual aids and samples.
6. Testing out ideas to support curriculum development in food/textiles, including the development of teaching aids.

Classroom Assistant

1. To provide regular classroom support in textiles/food working alongside staff particularly supporting the less able students.
2. To demonstrate to and support students in the safe and correct use of equipment.
3. To be aware of and comply with policies and procedures relating to child protection; health and safety; security and confidentiality, reporting all concerns to an appropriate person.

Equipment/Displays

1. To be responsible for the general checking and maintenance of equipment and rooms.
2. To work independently to produce departmental displays and to anticipate future requirements through classroom observations.
3. Carrying out risk assessments for technician activities
4. Keeping record of equipment that may be removed from the department for use elsewhere

Other duties and responsibilities:

1. To participate in professional and personal development programmes as required, including training and performance review
2. To contribute to the team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
3. To contribute to the overall ethos/work/aims of the school
4. To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
5. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team
6. To support the School's Equality and Diversity Policy
7. To appreciate and support the work of other professionals
8. To undertake any other duties commensurate with the grade of the post

Variation in role

Please note that specific responsibilities may be negotiated within the Customer Services Team.

Given the dynamic nature of the role and structure of Guiseley School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post-holder.

Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.

Signed Postholder: _____ Date: _____

Name (Please PRINT): _____

PERSON SPECIFICATION

POST TITLE: Food and Technology Technician

GRADE : Scale B3

Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Ability to work constructively as part of a team</p> <p>Ability to organise and prioritise own workload</p> <p>Use of relevant equipment / resources</p>	<p>Interview</p> <p>Tasks</p> <p>Interview/Tasks</p>	<p>Effective use of ICT packages</p> <p>Ability to relate well to children and adults</p>	<p>Interview/Tasks</p> <p>Interview/Tasks</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Experience in relevant discipline</p> <p>General clerical / administrative work</p>	<p>Application / Interview</p> <p>Application / Interview</p>	<p>Knowledge of relevant polices/codes of practice & awareness of relevant legislation</p> <p>Experience of working within a school environment</p> <p>Appropriate knowledge of first aid</p>	<p>Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>
<p>QUALIFICATIONS AND TRAINING</p> <p>Equivalent of 2 GCSE subjects at grade C or above or NVQ2 equivalent in English or Maths</p> <p>Participation in training and performance review</p>	<p>Application / Interview</p> <p>Application / Interview</p>	<p>NVQ2 or equivalent qualification in relevant discipline</p>	<p>Application/ Interview</p>

OTHER CONDITIONS			
Willingness to be flexible with working hours to respond to School's needs	Interview		
Commitment to uphold School policies	Interview		
Participation in the School's Appraisal system and any relevant training identified	Interview		