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**Food/Art Technician - Job Description**

**Responsible to:** Head of Technology

**Line of command**: The Technology Technician should take direction from the teacher whose lesson they are supporting, and demonstrate supportive professional behavior and positive attitude.

**Job Description:**

* To provide support to the technology teachers in preparing and maintaining resources ready for learning
* Provide support and assistance to the classroom teacher during practical lessons
* To provide administrative functions for the department
* Enthusiasm for working on your own initiative and as well as a member of a team within the Technology Department, assisting each other as and when required

**To provide support to the technology teachers in preparing and maintaining resources ready for learning**

* Assist and prepare classroom materials, ingredients and subject specific equipment as required by the subject teacher prior to lessons
* Assist with demonstrations/practicals/examinations/theory work
* Ensure hand tools/equipment are kept in optimum condition and stored correctly and safely
* Ensure that microwaves, fridges, cookers and all other equipment are kept clean
* Ensure that a deep clean is undertaken termly and a general clean half-termly in both the food and art room
* Ensure all electrical equipment is kept in a clean and safe order
* Ensure that all equipment is accounted for, in the correct place and replaced where necessary
* Ensure that all equipment is stored in a safe, hygienic and appropriate manner
* Ensure sewing machines are put out for use before lessons and stored away safely at the end
* Ensure sewing machines are correctly threaded, fabric pieces are cut out etc.
* Replenishing paper in the art drawers so that the art surfaces are tidy
* Ensure art materials are stored away in cupboards correctly
* Ensure all towels/aprons are washed, dried and replenished on a daily basis
* Assist the learners and staff with weighing out ingredients as and when necessary
* Refill washing-up bottles, hand washes, paper towels etc.
* Wiping down of all surfaces that make regular contact with food to maintain health and hygiene
* Keep Food and Art rooms organised and free from hazards
* To work with individual subject teachers to maintain departmental displays
* Assist the subject teacher with stock taking and ordering of new stock to ensure the necessary resources are available for all lessons
* Ensure all delivered stock is marked off against delivery/purchase orders
* Assist the Head of Finance and Administration to chase up any missing/delayed stock
* Ensure that the school receives best value for the stock that is being purchased
* Liaising closely with the Estates Team on general maintenance of the rooms

**To support learners during their technology lessons**

* Assist with the supervision of learners whilst washing up and clearing away after practicals
* Respond to the needs of pupils and be supportive – if they ask questions, need help to understand instructions or need help with tasks
* Provide support for learning activities under the direction of the teacher; this may involve small group or one-to-one support
* To provide feedback to the teacher on the learning and progress of supported learners during that lesson, and make suggestions for development
* Work effectively as part of a team
* Escort and supervise pupils on educational visits and out-of-school activities
* Understand and develop your effectiveness in a support role
* Contribute to the well-being and safeguarding of pupils
* Ensure your actions reduce risks to health and safety
* Be confident in the use of ICT facilities and equipment
* Storing photographs of learner’s work on the school network as required

**To provide administrative functions for the Faculty**

* Putting in photocopying requests by staff
* Filing as requested by staff
* Assisting with classroom and corridor displays
* To record breakages or disposal of faulty equipment in accordance with school policy, and assist with department filing and auditing
* To assist Art teacher with arranging the collection of art folders by Year 11 leavers after GCSE requirement deadlines have passed
* To assist teachers with departmental exhibitions or for moderation days
* Attend department meetings as and when required by Line Manager

**Trips**

* Assisting with the organisation of departmental trips and visits from outside speakers
* Working closely with the Head of Department and subject teachers to support the communication and preparation of information to students
* Assist with risk assessments (Evolve) for external school trips
* Work closely with the trip organiser and help complete all trip related procedures

**General**

* Act within relevant laws, school policies and procedures
* Be aware of the responsibility for child protection, personal health and safety and welfare and that of others who may be affected by your actions or inactions.
* Undertake first aid training and renew as appropriate.
* Cooperate with the employers on all issues of health, safety and welfare
* To take part in your own personal development and to undertake any training identified.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**