

St Alban's Catholic High School



DESIGN AND TECHNOLOGY FOOD PREPARATION AND TEXTILES TECHNICIAN

Permanent Position
£18,887-£19,265 FTE
30 hours per week (term time only)

OVERALL PURPOSE

Knowledge of equipment, resources and related procedures.

Solves straightforward problems.

Exchanges information with pupils, teachers and other technicians.

Uses hand/eye co-ordination and dexterity in the preparation of materials or use of equipment. Works within recognised procedures, but making minor decisions involving the use of initiative. Problems are referred to a Line Manager. Little close supervision is necessary beyond that provided by working arrangements and methods.

Responsible for careful use of equipment.

May handle/process cheques or cash and keep basic financial records.

EXAMPLES OF DUTIES:

- Preparation of equipment and materials for practical lessons or demonstrations for use by teaching staff and pupils.
- Upkeep as necessary of the Food and Textiles Technology Rooms, including:
 - General cleanliness and tidiness of the room;
 - General maintenance of equipment, ensuring that maintenance and repairs of equipment are channelled through recognised procedures;
 - Dispose of unwanted items safely and in line with health and safety regulations;
 - Maintain basic supplies.

- Providing Technical Assistance:
 - Assist in practical lessons with pupils;
 - Assist the class teacher in ensuring safe practice in practical lessons;
 - Assist individual pupils as required;
 - Re-set the room in readiness for the next lesson.

- Admin Assistance

The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised. Page 3 of 5

Person Specification

	Essential	Desirable
Qualifications and Experience		
Grade 4 or above pass in English GCSE (or equivalent)	✓	
Grade 4 or above pass in Maths GCSE (or equivalent)	✓	
Experience of working with students across the secondary age range and with learning difficulties or disabilities		✓
Personal Qualities		
Good organisational skills	✓	
Good communication skills	✓	
Good listening skills	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
Able to assist with induction of new colleagues.	✓	
May be required to offer support to pupils, under the direction of the teacher.	✓	
Skills and Abilities		
Practical knowledge required for setting up and use of equipment. Training will be provided.	✓	
Able to read and follow policies and procedures.	✓	
Knowledge of relevant equipment related to area of work, e.g. food technology or textiles equipment. Training will be provided.	✓	
Able to diagnose and carry out straightforward repairs to equipment, recognising when to refer to manager for further repair or replacement.	✓	
Able to assist in producing displays of pupils' work.	✓	
Able to assist in the construction of equipment to aid pupils' learning.	✓	
Ability to deal with challenging behaviour	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to exchange routine verbal information clearly and sensitively with students and adults	✓	
Ability to observe and monitor progress and maintain records	✓	
Good understanding of the way in which children develop in relation to the role	✓	
Understand the importance of physical and emotional wellbeing	✓	
Ability to support student who maybe unwell	✓	

	Essential	Desirable
Ability to follow written and oral instructions and to carry out instructions.	✓	
Ability to motivate/encourage/empower students and adults.	✓	
Good understanding of the learning experience provided by the School		✓
Establish effective relationships with those working in and with the School	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Ability to know when and how to seek support.	✓	
Able to ensure that tight, strict deadlines are met	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety relating to work areas and equipment	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	
Able to use keyboard and mouse as necessary.	✓	