



HEANOR GATE SCIENCE COLLEGE

“Develop all learners to achieve their full potential”

“Create a culture of aspiration”



FOOD TECHNOLOGY TECHNICIAN

NJC11-13 (actual salary £8130 - £8314 per annum)

21 hours per week (Wednesday, Thursday and Friday), term time only (39 weeks)

required for September 2018

Heanor Gate Science College, situated on the Derbyshire / Nottinghamshire border is a ‘good’ school (Ofsted March 2017) with a strong commitment to ongoing professional development.

We are looking to appoint a suitably experienced individual, passionate about helping every child succeed and improve their life chances. The successful candidate will have the ability to work well with students and teaching staff, supporting the efficient, effective and safe delivery of the food curriculum, and will be expected to undertake any reasonable task asked of them by the Head of Department.

Duties to include:

- Preparing rooms prior to lessons
- Inventory control and audits
- Ordering of equipment and supplies
- Maintaining equipment and work spaces
- Preparing for practical exams
- Updating classroom displays
- Helping students as appropriate
- Ensuring that rooms and work spaces are tidy, in particular at the end of the day

Desirable requirements:

- Have an interest in cooking
- Have an understanding of classroom roles and responsibilities
- Be organised and be able to plan and prioritise effectively to meet deadlines
- Be friendly, professional, able to communicate effectively and build effective working relationships with both students and staff
- Have the Food Safety Level 2 qualification or be willing and able to attain this
- Have a good understanding of health and safety within a food room
- Have a conscientious and diligent work ethic
- Be competent in the use of IT for online ordering, etc.
- Demonstrate personal resilience and role model those personal qualities we wish to instil in our young people
- Be willing to work flexibly to meet the demands of a continuously improving department

Candidates should demonstrate a clear understanding and flexible approach to all aspects of the job. Previous school experience is not essential, but would be advantageous.

Applicants would be expected to share the Trust’s high aspirations and expectations for pupils and staff.

If you would like to discuss the role or have any queries, please contact Mrs T Mosley by email mosley@heanorgate.derbyshire.sch.uk or telephone 01773 716396.

Applications for this post must be submitted on the Support Staff Application Form which can be found on the school website. www.heanorgate.org.uk

In line with safer recruitment policies, references will be called for prior to interview.

Closing date for applications is 12 midday on Friday 21 September 2018



HEANOR GATE SCIENCE COLLEGE

“Develop all learners to achieve their full potential”

“Create a culture of aspiration”



The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced DBS with children’s barred list checks, and completion of Level 2 safeguarding training.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced DBS with children’s barred list checks and completion of Level 2 safeguarding training.

Spencer Academies Trust is a medium sized Trust which is committed to ensuring that every child, regardless of background, has access to an outstanding education and real choices in life. Our successful track record of providing high quality teaching and learning ensures improved outcomes for children and young people. Our mission statement for the Trust reflects our vision and aim for all Trust schools. Our highly-successful network of 12 schools (5 Secondary and 7 Primary) educates students across Nottinghamshire, Derbyshire, Nottingham City, Derby City and Leicestershire:

Vision

The Spencer Academies Trust is an exceptional Trust, which provides an outstanding education for local children. Our Trust is a model of national excellence. We work collaboratively to achieve the best possible outcomes for all young people, in an environment where partnership is valued and success is celebrated. Our education delivers real life experiences for students, promotes independent enquiry and stimulates intellectual curiosity; whilst developing a strong sense of individual responsibility and a personal belief and confidence. All of our students fulfil their potential and make unparalleled progress. They are fully prepared for the next phase of their education and have unrivalled opportunities to become future leaders.

We Believe:

- All children have a right to a quality education regardless of background or ability, and have an entitlement to the opportunity of a secure progression route in their learning and development.
- Schools are stronger when they work in collaboration with each other, operate within a ‘family’ and are open to a true sense of partnership.
- We grow the effectiveness and sustainability of our schools by developing the people within them, and that through shared and equitable responsibility for quality and outcomes; we achieve more.



HEANOR GATE SCIENCE COLLEGE

“Develop all learners to achieve their full potential”

“Create a culture of aspiration”



Job Description

Job title(s):	Food Technology Technician
Salary scale:	NJC 11 – 13 (£8130 - £8314 per annum actual salary)
Hours:	21 hours per week – term time only (39 weeks per year) Wednesday, Thursday and Friday (7 hours per day 8:30am – 4:00am with half hour for lunch)
Line Manager:	Curriculum Team Leader for Technology

Date when this job description was last reviewed: September 2018

DUTIES AND RESPONSIBILITIES:

The School's expectations of a high achieving member of staff with this responsibility are that they will:

- assist in lessons and after school clubs, especially with lower ability pupils and large groups
- support students in class on an individual basis
- ensure Technology classrooms/area are in a hygienic, tidy state that meet Health and Safety requirements so that they create an atmosphere conducive to learning
- preparation and organisation of resources within classroom
- ensuring that the correct equipment, materials and ingredients are prepared in good time for demonstrations/lessons
- order stock as required and ensure adequate stock is always available
- store stock safely, tidily and hygienically
- organise the safe storage of students' work/ingredients
- assist teacher at end of the lesson with safety and equipment checks, general cleaning/tidying up of classroom
- administration tasks such as photocopying, filing, preparation of worksheets etc.
- carry out ICT duties as required, including support with CAD CAM activities
- create displays of students' work
- be responsible for regular inspections of equipment and ensure its care and maintenance is carried out
- undertake other necessary duties as designated



HEANOR GATE SCIENCE COLLEGE

“Develop all learners to achieve their full potential”

“Create a culture of aspiration”



ALL EMPLOYEES

Our expectations of all High Achieving employees are that they will:

CORE VALUES

- Be committed to being part of and actively promoting a high consensus school with shared beliefs, values and goals.
- Be aware that children’s learning is at the centre of what we are about and that learning is a partnership.
- Have an awareness of human relationships and emotional intelligence and the need for respect, recognition, reinforcement and communication.
- Have knowledge of the current Health and Safety Policy which must inform all practices.
- Have a vision of how things should be and a moral sense of how to get there.
- Be aware of and care for the physical and emotional state of resources and environment/community.
- Provide a challenging learning environment for the student.

POSITIVE REINFORCEMENT

- Be aware that leadership is part of everyone’s job description and that leadership has to be pervasive.
- Act as positive role model and exemplify the culture of learning.
- Enthuse members of the community to model the sorts of positive attitudes and behaviour we seek to support.
- Contribute to the creation of a positive and supportive learning environment by giving specific feedback about what an individual has achieved, using praise at every opportunity and freely communicating and sharing information where appropriate.
- Provide opportunities for the celebration of success and help to build and maintain positive self-esteem for themselves and others.
- Realise the need to separate the personal from the professional and the person from the behaviour.

PERSONAL AND PROFESSIONAL RESPONSIBILITY AND DEVELOPMENT

- Be consistent in living to and applying a set of personal beliefs and values consistent with relevant school policies and procedures.
- Operate in a culture of continual development and growth having high expectations of themselves and what is expected of them.
- Be aware that a learning employee who is able and willing to learn from experiences is the most effective employee.
- Be clear about and work within the roles and responsibilities of themselves and others.
- Value personal growth and development, be self-motivated and have the skills and knowledge to fulfil their role.
- Keep records appropriate to and commensurate with their roles and responsibilities and school policy.
- Manage resources effectively and fairly.
- Be involved in the planning of work at a team level within the context of the school development plan.
- Give respect and consideration to those students with special needs.
- Carry out any other reasonable duties as directed by the Principal

WORKING WITH YOUNG PEOPLE

- Support the school’s agenda for safeguarding and promoting the welfare of students.
- Provide positive and appropriate role model in day to day dealing with individual students and groups of students at all times.
- Form and monitor appropriate relationships and personal boundaries with students.
- Ensure that concerns regarding inappropriate practice/behaviour by colleagues are reported directly to the appropriate line manager.