



Job Description

Post title	0.4 FTE Food Technology Teacher (Working days Monday & Tuesday)
Job Evaluation	Yes/No
Grade	Salary MPS/UPS + SEN 1 (SEN 2 may be awarded dependent upon qualifications)
Service	Schools
Service area	The Oaks Secondary School
Reporting to	The postholder will be accountable to the Headteacher
Location	Your normal place of work will be The Oaks Secondary School
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure

Duties and Responsibilities

1. Working with subject co-ordinators to ensure that effective and appropriate schemes of work are in place which meet the needs of all pupils and students
2. Acting as co-ordinator of a Food Technology and will have the ability to teach in other areas of the curriculum, dependent on the needs of the school to be negotiated following appointment
3. Creating and maintaining a safe, secure working environment
4. Keeping up to date with the requirements of the National Curriculum and other National Strategies for specified subjects
5. Planning preparing and delivering lessons effectively and in line with school policies and procedures, including online lessons where necessary.
6. Teaching the specified subject across the school, or a range of subjects to classes, ensuring that the individual needs of each pupil/student are met, through appropriate teaching methods and the use of carefully selected resources, regularly reviewing own practice
7. Effectively planning for and deploying learning support assistants and/or health care education assistants assigned to you
8. Assessing, recording and reporting pupil progress and achievement according to the policies and procedures of the school including providing or contributing to oral and written assessments, reports and references

relating to individual pupils and groups of pupils and participating in arrangements for external examinations or other accreditation

9. Providing appropriate feedback to pupils in line with school policies
10. Promoting the general progress and well being of individuals and groups of pupils/students
11. Supporting pupils to manage their behaviour, by setting a good example, using praise and reinforcement and following individual behaviour management plans, safeguarding the health and safety of all pupils and students in line with the school's policy and practices for behaviour management, working in close co-operation and consultation with other staff, both on the school premises and when engaged in authorised school activities elsewhere
12. Providing and encouraging pupils to take part in extra curricular activities
13. Developing and maintaining effective relationships with parents
14. Developing and maintaining good relationships and teamwork across the school
15. Working with outside agencies and members of the multi-professional team to ensure that the needs of each individual student are met, which may include production of reports, or attendance at meetings relating to specific students.
16. Providing an appropriately stimulating classroom atmosphere, keeping rooms tidy and attractive and promoting good standards of work
17. Contributing to displays in the wider school
18. Participating in arrangements made for the performance management of teaching staff
19. Undertaking further training and professional development.
20. Work in liaison with colleagues from the other schools within the Federation providing mutual support and sharing good practice.
21. Participating in staff meetings
22. To attend parents evenings
23. Taking part in assemblies and acts of corporate worship
24. Liaising with other professionals in order to support successful transitions
25. Any other reasonable duties which may be asked by the Headteacher to ensure the smooth running of the school

This job description is subject to regular change and may be altered to ensure the smooth running of the school

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to pre-employment and DBS Enhanced Disclosure checks.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.