

## Brentwood Ursuline Convent High School



### Teacher of Food Technology

<b>Post held:</b>	Teacher of Food Technology
<b>Responsible to:</b>	Teacher in Charge (Food Technology)
<b>Salary scale:</b>	MPS/UPS
<b>Responsible for:</b>	Development of Food as a subject and a whole school activity. Teaching Food Technology/Preparation and Nutrition to students in Years 7 to 11.
<b>Duties:</b>	The professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the description of the requirements of the post of Teacher of Food Technology at Brentwood Ursuline Convent High School, along with the particular duties expected of the post holder have been set out below:

**Major duties:** Under the overall direction of the Headteacher and the light of the school's mission statement to undertake the following responsibilities.

1. Teaching in line with the schemes of work and subject specification as adopted within the department;
2. Preparation and presentation of lessons of suitable content, level and interest to engage students throughout the age and ability range including planning and preparing courses and lessons; setting and marking of work; and assessing, recording and reporting on development, progress and attainment.
3. Setting of homework tasks in line with the homework timetable as prescribed by the whole school homework policy.
4. Marking of students work. Implementing assessment strategies in line with the school's policy.
5. Keeping records of the standard achieved by students in their work and using those records and other available data to set targets for students.
6. Grading of students and writing of reports on students and provide next steps to encourage student development and progression.
7. Ensuring that all Subject Area administrative work is carried out accurately, punctually and efficiently including public examination entries.
8. To manage a budget and stock for Food Technology for KS3 and KS4.
9. To work with Food Technician and whole department/faculty as part of a team
10. Attendance at parents' evenings and meetings with parents.
11. Completion of all necessary risk assessments in line with the school's health and safety policy.
12. Keeping up to date with developments in the subject.
13. Attendance at relevant courses to develop skills and knowledge appropriate to the teaching of the subject.
14. Attendance at meetings as required by the Head of Department and Senior Leadership Team.
15. Supervisory duties during break and/or after school.
16. Attendance at Open Evening events to supervise students performing practical work and to speak to parents and prospective students.
17. Taking part in cross-curricular activities and initiatives.
18. To be aware of the School's policy on Child Protection.

19. To assist at school functions and with extra-curricular activities.
20. Preparing students for public examinations, assessing students for the purposes of such examinations, recording and reporting such assessments and attending meetings connected with the conduct of public examinations.
21. Communicating and consulting with the parents of students, including the writing of reports and attendance at parents' evenings and open evenings.
22. Maintaining good order and discipline together with an atmosphere conducive to learning among the students he/she is teaching.
23. Participating in departmental meetings.
24. Working as a member of a team in the shaping of Departmental policy and practice, introduction of curricular initiatives, the preparation and development of schemes of work, units of study and methods of teaching and assessment.
25. To participate fully in the extra-curricular activities of the Art & Technology department.
26. To run extra-curricular Food activities.
27. Participating in appropriate administrative and organisational tasks in order to ensure the smooth running of the Department.
28. Taking responsibility for a designated area of the curriculum or curriculum innovation or project.
29. Keeping up to date with curriculum innovation, participating in arrangements for INSET, contributing to his/her own professional development.
30. Working collaboratively with support teachers in the classroom.
31. Taking responsibility for the monitoring and support of a student teacher taking his/her class (when required).
32. Setting work for his/her classes where absence is known in advance and setting work for absent colleagues where required.

**In particular:**

In conjunction with other staff to:

1. To draw up a scheme of work(s) and programmes(s) of study for the subject or subject areas, constantly reviewing and updating content and method of delivery.
2. To monitoring the progress and standards achieved by the students, seeing that homework is set and marked regularly, and profiles and reports produced. Supervising the organisation of classwork, setting or banding arrangements, and the transfer of students between sets.
3. To be responsible, in conjunction with the Head of Department, for the resourcing of the department.
4. To ensure that arrangements have been made to provide work for absence.
5. To contribute to the planning and organisation of year group parents' meetings, consultation days and option/open evenings.
6. To coordinate events organised by the department - outings, matches, competitions, etc - ensuring that the necessary permissions and forms have been dealt with.
7. To undertake the role of a Form Tutor.

Other

1. Contribute to the ethos of this Catholic school.
2. To carry out any other duties relevant to the department or member of staff as directed by the Headteacher.
3. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.