

## **Food & Textiles Technician/Sixth Form Assessment Supervisor**

**Salary: Trust Salary Scale 4-11**

**£19264-£22129 pa FTE to be paid pro rata at £13,629.60 to £15,656.63 pa  
32½ hours per week Term Time**

We seek to appoint an organised and highly motivated Food & Textiles Technician and Sixth Form Assessment Supervisor to join this popular and oversubscribed mixed secondary school. The role is varied and interesting and the successful applicant will support the teaching and learning needs of our students.

Previous experience is desirable, but not essential as relevant training will be provided.

### **The post involves the following:**

- Supporting practical lessons in the department under supervision of the teacher
- Supervising student learning activities
- Working as Sixth Form assessment lesson supervisor
- Delivery of the "Let's Get Cooking" Club – until 5pm one day each week

Candidates should possess excellent personal, organisational and communication skills and the ability to use basic computer programmes such as Microsoft Word/Excel.

### **What we offer:**

- A happy and supportive working environment
- Continuing Professional Development opportunities
- Benenden Healthcare membership

**Closing date for applications: 9am on Friday 20<sup>th</sup> May 2022**

*Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found*

Letters of application, together with completed application form (available on the school website) giving full details of qualifications and experience to date should be sent to:

Mr P Jackson, Headteacher, Thomas Aveling School,  
Arethusa Road, Rochester, Kent, ME1 2UW  
or emailed to [jshelbourne@thomasaveling.co.uk](mailto:jshelbourne@thomasaveling.co.uk)

The Thomas Aveling School is an Equal Opportunities Employer – committed to safeguarding and promoting the welfare of all students – any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.

***97% of staff in a recent Staff Survey said that they are made to feel welcome at Thomas Aveling and that behaviour in the school is good***



## **FOOD & TEXTILES TECHNICIAN - JOB DESCRIPTION**

<b>Designation:</b>	<b>Food and Textiles Technician/Sixth Form Assessment Supervisor Associate Staff Directorate</b>
<b>Department:</b>	<b>Design and Technology</b>
<b>Responsible to:</b>	<b>Head of DT/Head of Sixth Form</b>
<b>Salary Grade/Range:</b>	<b>Trust Salary Scale 4-11</b>
<b>Contractual hours:</b>	<b>32½ hours per week</b>
<b>Working Times:</b>	<b>Mon-Fri (8:30am – 3:30pm) though some flexibility within these (eg: Let's Get Cooking Club is on Mondays until 5pm)</b>

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### **OVERALL PURPOSE OF JOB**

To work as the Food Technician supporting practical lessons. This will also involve supporting the teaching staff in all areas of DT and supervising student learning activities. To work as Sixth Form assessment lesson supervisor.

### **DUTIES AND RESPONSIBILITIES**

#### **Food**

##### Health & safety

- Monitor storage of knives
- Check and clean of fridges
- Wash equipment & laundry
- Review and update risk assessment for DT

##### Administration

- Order stock
- Maintain budget spreadsheet
- Organise KS3 rotations, folders and labels
- Produce and update display materials
- Copy class resources, letters & exam papers,
- Bind NEA work for moderation

##### Resource management

- Organise practical ingredients, consumables and equipment
- Rotate and audit stock
- Postcode mark new stock
- Sharpen knives
- Maintain asset register

##### Student support

- Provide in class support with practical activities under supervision of the teacher
- Willingness to run Out of Hours Learning with KS3 and KS5 students  
eg Let's Get Cooking and Cooking for University sessions



# FOOD & TEXTILES TECHNICIAN - JOB DESCRIPTION

## **Textiles**

### Health & safety

- Minor maintenance of sewing machines, other equipment (irons etc)
- Organise yearly maintenance review
- Update risk assessment

### Administration

- Order stock
- Produce and update display materials including coursework moderation display
- Copy class resources, letters & exam papers
- Resource management
- Organise practical consumables and equipment
- Sharpen scissors
- Organise the stock room
- Audit stock

### Student support

Provide in class support with practical activities and the use of IT related resources eg sublimation printing (training will be provided).

### **6<sup>th</sup> Form Assessment Lesson organisation and supervision**

- Collect work provided by Departments and organise for the appropriate lesson
- Supervise Sixth Form students completing the work in silence.
- Complete the register
- Collect in the completed work and place back in subject pigeon holes

## **ORGANISATION**

- The post-holder will report to the Head of Department/Head of 6<sup>th</sup> Form
- The post-holder will have daily contact with staff and students throughout the school and may have occasional contact with parents, and will also have contact on occasions with other outside agencies.

## **WORKING ENVIRONMENT**

- The post is based within the school buildings.
- The above constitutes a "job description" only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the post-holder.

Signed: .....

Date:.....

Postholder

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Line Manager

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Finance & Business Manager Headteacher