

**School Name:** Acklam Grange School

**Post Title:** DT Technician – Food & Textiles Specialist

**Responsible to:** Executive Headteacher  
Headteacher  
Director of Corporate Services

**JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:**

To provide high quality technical support to the food and textiles technology department, meeting health and safety standards and the requirements of the Food and Textiles (FT) Technology department.

**Main Tasks and responsibilities of the post:**

- Provide frequent, direct and proactive support for staff in the department to enhance teaching and learning.
- Prepare materials in advance, where possible, to support FT subject staff, including preparing foodstuffs and ingredients for practical lessons.
- Working under the instruction/guidance of the teacher to support and supervise students during lessons.
- Maintain and be able to use machinery and equipment located in the FT department, including:  
Cooking Equipment  
Sewing machines
- Know and implement safety regulations relating to all FT equipment.
- Monitor supplies of stock and inform the subject leader when further supplies of apparatus or materials are required.
- Liaise with the admin support clerk to ensure correct ordering procedures are followed.
- Carry out stock taking and inventory checks.
- Purchase and collect local materials for use in the FT department as required.
- Show willingness to develop new skills when required in a forward-thinking department that continues to develop with the introduction of new technologies, including ICT developments.
- Contribute to high-level outcomes
- Work with individual students and supporting them with project
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

**All Employees Have a Responsibility To:**

- Be committed to the safeguarding and promotion of the welfare of children and young people
  - Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
  - Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
  - Contribute to the overall ethos of the school / trust
  - Participate in training and other learning activities and performance development as required
- Other duties commensurate with the grade of the post as required by the Executive Headteacher or Senior Leadership Team.**