

Job Description – Head of Food and Nutrition

|  |  |
| --- | --- |
| **Role** | **Head of Department – Food and Nutrition** |
| **Job Purpose** | Overall responsibility for the professional leadership and management of the Department in order to ensure high standards of teaching and learning are delivered; target outcomes for pupils are achieved; resources are used safely, efficiently and effectively; and the curriculum is managed and developed in accordance with school policy and best practice pedagogy. |
| **Accountable to:** | The Head via the designated line manager |
| **Accountabilities** | * **Teaching and learning** * Promote excellence in teaching and learning to create the best opportunity for all pupils develop their potential, achieve identified targets and leave school equipped for life beyond it. * Exemplify in own practice the skills of teaching and learning typified by lead professionals and ensure that good practice is shared and adopted throughout the department. * Review schemes of work for use by members of the Department, ensuring that they are modified as necessary to maximise the effectiveness of teaching and learning in the subject. * Monitor pupils’ work and the classroom practice of the departmental team to ensure that high standards are maintained. * Keep up to date with developments in subject area, technology and education in general to ensure that best practice is adopted within the Department. * Ensure the department’s delivery and development of the curriculum is effective in meeting the needs of all pupils. * The development and embedding of a Year 9 Food Technology curriculum. * Contribution to the wider implementation of Year 7 and 8 Food Technology, in line with the school’s vision of promoting STEM subjects throughout school. * Contribute to the broader life of the school by supporting and leading curricular and Co-curricular events such as school productions and activity days. * Lead on the teaching of subject-based lessons on taster and experience days * **Leadership & management of others** * Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the Department. * Attend and contributed to Head of Department meetings and working parties. * **Co-curricular activities**   1. Actively promote interest in the subject outside the immediate physical and timetabled confines of the Department.   2. Ensure that there is a full, vibrant and balanced programme of departmental co and Co-curricular trips, clubs and activities available to students in all year groups. * **Management of resources**   1. Monitor and control the department’s allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.   2. Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process, presenting sufficient information at the appropriate time to enable budget decisions to be made efficiently.   3. Overseeing the management of the departmental space and resources.   4. Take responsibility for and lead on Health and Safety in the Department:      1. Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines provided by the school and GDST.      2. Ensure that risk assessments for all planned departmental activities and potential eventualities are completed, reviewed, updated as necessary and communicated as appropriate.      3. Complete and return annual health and safety self-evaluation forms for the Department and ensure that action plans arising are completed.      4. Develop, maintain and communicate health and safety policy for the Department, ensuring that health and safety is discussed and minuted at every department meeting * **Monitoring, evaluation & assessment**   1. Ensure that within the Department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching in accordance with the school marking policy.   2. Monitor and ensure that all departmental staff are monitoring pupil progress through the use of performance and benchmarked data eg ALIS and MIDYIS to ensure that high standards of learning are achieved and maintained.   3. Working with the Deputy Head Academic, other Heads of Department and members of the Pastoral Leadership Group as appropriate, develop and implement appropriate interventions where a risk has been identified that expected pupil outcomes may not be achieved. * **Policy/Strategic direction and development** * Contribute to whole school policy-making and strategic planning as required by the Head. * Prepare, monitor and update annual departmental plans in consultation with colleagues. * Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans * Create and, as necessary, modify the Departmental Handbook. * Complete an annual Results Analysis for both GCSE and A Level results, to be discussed in a results analysis meeting with the Head and Academic Deputy * **Training & development of self and others**   1. As a lead professional, set personal targets and take responsibility for own continuous professional development.   2. Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.   3. Contribute to the review process for departmental staff.   4. Engage with Initial Teacher Training and mentoring of trainee teachers. * **Marketing and external links, including public occasions**   1. Actively promote the department within the school community to encourage pupils’ interest in the subject area.   2. Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community.   3. Lead the department’s contribution to marketing events and external links. * **Health and Safety** * Ensure all appliances and equipment are fit for purpose, correctly stored, maintained and documented and used appropriately when required. * Maintenance and general upkeep of the Food Technology room and storage areas, ensuring that they are kept hygienically clean, tidy and in order at all times. * Maintain, at all times, a safe working environment and ensure that all health and safety policies are adhered to in relation to practical spaces, appliances, equipment, foodstuffs, cleaning products and users. * Preparation of and compliance with necessary risk assessments for the Food Technology room, lessons activities and events. * Undertake training specific to the role, as necessary, including food hygiene, advanced allergy and anaphylaxis awareness, first aid and COSHH * Undertake training as necessary for activities across our school sites which include security, first aid, heating, fire alarm, public address and ventilation systems * Prepare, set out and clear away equipment and materials for lessons and practical sessions/activities including food, ingredients, utensils, appliances, tools and other items * Practical completion and assistance with practical lessons, displays and events ensuring that all equipment and ingredients are in place for the commencement of the activities. * Upkeep of the department spaces to exemplary standards of hygiene and presentation at all times * Ensure the Food Technology room and associated storage spaces and all equipment are accounted for and secured at the end of each and every use. |
| **General requirements** | All school staff are expected to:   * Work towards and support the school vision and the current school objectives outlined in the School Development Plan. * Contribute to the successful implementation of the EPQ programme in the Sixth Form as requested and be prepared to supervise the research work and project. * Contribute to the school’s programme of Co-curricular activities. * Support and contribute to the school’s responsibility for safeguarding students. * Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors * Work within the school’s information security policies to ensure the secure processing of data about staff, students and visitors * Work within the GDST’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. * Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. * Engage actively in the performance review process. * Adhere to policies as set out in School and GDST guidance * Undertake other reasonable duties related to the job purpose required from time to time. * Cover for absent colleagues and invigilate internal examinations as required. * Undertake a share of staff duties. * Attend key school events including Open Days, Results Days and Sixth Form Choices evening * Be a positive role model to staff and pupils. * Adhere to the School’s dress-code. |
| **Review and amendment** | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

**Person Specification: Head of Department**

**Skills Required**

|  |  |
| --- | --- |
| Teaching skills: Heads of Department should be exemplary teachers, modelling first class pedagogy, achieving outstanding pupil outcomes and inspiring their staff and pupils alike to achieve at the highest level | Essential |
| Leadership skills: the ability to lead and manage people to work towards a common goal | Essential |
| Decision making skills: the ability to solve problems and make decisions | Essential |
| Teamwork: the ability to work collaboratively with others, showing initiative and imagination | Essential |
| Communication skills: the ability to make points clearly and understand the views of others | Essential |
| Self-management skills: the ability to plan time effectively and organise oneself well. | Essential |
| First class organisational and administrative skills, with the ability to remain calm under pressure and work to deadlines | Essential |
| Ability to create a happy, challenging and effective learning environment | Essential |

**Knowledge Base**

|  |  |
| --- | --- |
| Excellent professional knowledge and understanding | Essential |
| Excellent subject knowledge | Essential |
| Understanding of national and examination curricular requirements of the subject. | Essential |
| Up to date with professional developments in the subject and other aspects of education | Essential |
| Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning and teaching | Essential |

**Qualification/Attainment**

|  |  |
| --- | --- |
| Qualified teacher status | Essential |
| Good honours degree in an appropriate subject | Essential |
| Post graduate qualifications such as a Masters degree/post-graduate diplomas | Desirable |

**Experience**

|  |  |
| --- | --- |
| Experience as a subject teacher covering KS3-5, with a track record of consistently enabling pupils to achieve high standards (if the subject is only taught in the Sixth Form then appropriate experience in KS5 essential and experience of other key stages desirable) | Essential |
| Experience of teaching GCSE in the subject for at least two cycles | Essential |
| Recent continuing professional development embedded in own practice | Essential |
| Experience of teaching the subject to a higher level | Desirable |
| Experience of organising or participating in Co-curricular activities. | Desirable |
| Experience of participating in or leading a whole school initiative | Desirable |
| Experience of a management role e.g. as deputy Head of Department | Desirable |
| Experience of pastoral care and pupil management, for example, as Form Tutor | Desirable |

**Attitude/approach**

|  |  |
| --- | --- |
| Personal integrity, honesty, energy, stamina, enthusiasm, professionalism | Essential |
| A willingness to give generously of own time to support school events and activities and to offer Co-curricular opportunities | Essential |
| High expectations of oneself, as well as of others | Essential |
| Approachability, adaptability and flexibility | Essential |
| Aware of the value of single-sex education | Essential |
| Ability to listen and make reasoned and informed judgements | Essential |
| Holds a strong vision, and has the necessary skills and attributes in order to fulfil that vision | Essential |
| Commitment to GDST values including ‘Girls First’ | Essential |

**Personal Attributes**

|  |  |
| --- | --- |
| Enthusiastic, positive and hard-working | Essential |
| A passion for education | Essential |
| Ability to inspire, motivate and support pupils | Essential |
| Calm, flexible, approachable attitude | Essential |
| Ability to solve problems, make good judgements and take decisions | Essential |
| Ability to work under pressure, on own initiative, accurately and with attention to detail | Essential |
| Commitment to the improvement and development of own performance | Essential |
| Drive and stamina to provide excellent opportunities for all girls in the School | Essential |
| Self-motivation and a willingness to accept responsibility | Essential |
| Willingness to play a part in the overall developments of the School | Essential |
| Commitment to maintaining the caring and supportive ethos of the School | Essential |
| Commitment to the safeguarding of children and young people | Essential |