



Food and Nutrition Teaching Assistant Level 3 TA, Grade E

Job Description

Responsible to: Food and Nutrition Tutor/Academic Leader for DT

Job Purpose

- To assist in the whole planning cycle and the management/preparation of resources
- To undertake work, care or support programmes, inclusive of special / individual learning needs, to enable access to learning for all pupils
- To assist the teacher in the management of pupils and the classroom

Key Duties

- To support in or to deliver structured and agreed work programmes and practical lessons within an agreed system of supervision in the specialist area.
- To be responsible for the creation and maintenance of a clean and orderly working environment, including management of a resources. This will include assisting with the preparation of ingredients for a practical lesson, monitoring of stock and assisting with all hygiene requirements including washing up.
- To promote and ensure the health and safety and good behaviour of pupils at all times
- To be responsible for the preparation of resources as required by staff/curriculum/lesson plans and assist others in their use
- To develop lesson/work plans, worksheets etc and administer the scheme of work within an agreed system of supervision
- To administer routine tests, contribute to the invigilation of examinations as required and undertake marking of pupils' work within the specialist area and record achievement/progress
- Provide short term cover for classes
- Direct and support SSA's within the classroom when no other teacher is present.
- Prepare and present displays



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- Be involved in implementing individual development plans for pupils
 - To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
 - To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school
 - To undertake and conduct personal development through training and other learning activities including performance management, as required.
 - To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to lead, advise and support others

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of the role.