



The Henry Cort Community College

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Our Ref: PJM/JCW

October 2014

Dear Applicant

Thank you for expressing an interest in the post of Food Technology Technician. I thought I would give you some background to the College and our vision for the future.

I joined The Henry Cort Community College in September 2006 as the new Principal after 9 years as a Headteacher in another Hampshire school. The College serves a varied catchment area with four feeder schools. The area closest to the school includes some quite deprived and socially disadvantaged families but the majority of our students come from relatively affluent homes. The substantial majority of our students are well motivated and polite and receive good support from home. Email contact with home is used by approximately 80% of our families and is proving increasingly popular. Parents are generally very supportive of the college.

Since I joined The Henry Cort Community College we have focussed on measures to improve student performance including the use of data to set clear targets, one to one review days and curriculum area reviews of a particular department conducted every half term. Line management meetings are held regularly to an agreed agenda.

An Ofsted inspection took place on 27th – 28th February 2014 in which we were graded ‘good’ in all areas. The College has been graded consistently good over the last decade being ranked ‘good’ with several outstanding features at its last Ofsted inspection in June 2011 and also graded ‘good’ in October 2007.

Our students who recently left us achieved some excellent results. 82% of students achieved 5 or more high grade passes. This exceeds our previous best score. In addition 63% of our students gained the ‘gold standard’ of 5 high grade passes including English and Mathematics which was a 19% improvement on last year and 4% better than the college have ever achieved before.

Students and staff are to be congratulated for some excellent results which reflect the hard work they put in last year. In February 2014, the inspectors particularly praised the achievement of students, quality of teaching, behaviour and safety of students as well as the strong leadership and management. In particular, the report notes that *“The executive and associate principals work in partnership with other senior leaders and the community to maintain a happy and well-ordered community, securely founded on the four pillars of achievement, engagement, enterprise and respect.”*

I am passionately committed to the concept of good local comprehensive schools which provide a challenging environment and encouragement for all students. At The Henry Cort Community College it is our role to challenge and enthuse the children in our care so that they can realise their potential, and learn essential life skills by working in a mixed community college. A crucial

Executive Principal: Mr P J Munday MA Associate Principal: Mr P Fielon (BSc(Hons))

Senior Assistant Principals: Mr R Gellertt BH (Hons) Mr M Hartnell BSc (Hons) Assistant Principals: Mr K Austin MA Mrs S Gronow BA (Hons) Acting Assistant Principals: Mr G Fearon MA (Ed) Mrs S Kopitsa BSc (Hons)

L E A R N I N G F O R L I F E

function of our role in the leadership team is therefore to recruit, encourage and develop new staff through a properly constructed induction programme to support our vision.

We hope that having read the enclosed information you will wish to apply for this exciting post.

Yours sincerely

Phil Munday

Phil Munday
Executive Principal



FOOD TECHNOLOGY AND TEXTILES ASSISTANT

Grade: B £14,277 - £15,141 (FTE) £6,770 - £7,180 (actual salary) per annum depending on experience

Hours: 20 per week

Contract: Permanent

Weeks: 40 Weeks

Responsible to: Head of Design and Technology

OVERALL RESPONSIBILITY

To provide high quality support to the Design and Technology Department to ensure the efficient and effective delivery of the Food Technology and Textiles subjects to the students.

MAIN DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST

- To ensure that equipment, materials and teaching areas are prepared for practical Food lessons and examinations.
- To ensure that equipment, materials and teaching areas are prepared for practical Textiles lessons and examinations
- To ensure that the Food teaching areas are kept safe, clean and tidy and that kitchen safety and basic hygiene regulations are met – including carrying out safety checks and advising students on safety aspects of particular equipment.
- To order and maintain adequate supplies of standard materials and equipment for use in lessons and examinations
- To manage, classify stock and keep records of use of resources held in the Food rooms
- Working under the instruction and guidance of the teacher to support students during lessons including the demonstration of equipment and techniques as required
- To assist teaching staff with the design and preparation of students' work as required
- To organise the routine cleaning of cookers, fridges and storage shelves
- To assist with the preparation of displays of posters and students work
- To take responsibility for the laundry of kitchen linen i.e. Tea Towels etc.

- To undertake other tasks under the direction of the Head of Department in order to fulfill the overall purpose of the post

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.



FOOD TECHNOLOGY AND TEXTILES ASSISTANT PERSON SPECIFICATION

Essential	Desirable	Assessment Method
Experience and knowledge of working in a food handling environment	A current Food Safety and Hygiene Certificate	Application and Interview
Good skills and knowledge of Food and Cookery	Advanced skills and knowledge of Food and Cookery with a relevant qualification	Application and Interview
Experience of working with young people	Experience of working in a support capacity in a school with students of a relevant age	Application and Interview
Good Literacy and Numeracy skills		Application
Commitment to personal and professional development		Application and Interview
Basic skills and knowledge of textiles preparation	Experience of working with Textiles	Application and Interview
Good communication skills with people of all levels		Interview/Student Panel
<ul style="list-style-type: none"> • Effective Time Management • Effective Organisation skills 		Interview
Able to work under own initiative		Interview
Ability to gain respect of students through manner of confidence and authority		Interview/Student Panel
<ul style="list-style-type: none"> • Approachable • Positive • Proactive • Enthusiastic • Honest • Reliable • Flexible 		
	ICT Skills	Application/Interview
	Driving Licence	Application
	Awareness of Health & Safety (including COSHH)	Application/Interview
	First Aid qualification	Application