

Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Role Summary

Position: D&T Technician – Food Technologies / Home Economics

Responsible to: Head of Learning Area – Design and Technologies

Job Purpose: To provide and maintain the efficient running of the Home Economics learning facilities in the school such as the Kitchen and preparation area and the Fabrics Room. The role also supports the Home Economics teachers through the preparation and purchasing of food, material, equipment and utensils. The role helps monitor facilities and equipment usage from an operational and Occupational Health and Safety point of view and providing of materials and other resources in class that would normally take the teacher away from the teaching task.

Responsibilities

Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. Develop and maintain a professional working relationship with the teacher and perform duties in a professional manner.
3. Provide appropriate encouragement and positive reinforcement for students.
4. Sharing successes and challenges experienced by students.
5. Respect and support the teacher's expectations for the tone in the classroom (i.e. quiet work periods)
6. When required, assist large groups while teacher works with individuals or small groups

7. Assist the teacher to deliver the appropriate program as outlined in the Individual Education Plan (IEP); to assess the progress of the student with their Plan.
8. To understand and assist with the physical needs of the student (i.e. allergies, medication)
9. To be knowledgeable of school philosophy, procedures and policies (i.e., physical intervention, violent incident reports, medication, etc.).
10. To be responsible for reporting information if a child discloses information of abuse.
11. To communicate regularly with school support staff and provide input.

General Duties

LESSON PREPARATION

1. Purchasing of ingredients and resources for practical lessons based on the upcoming program of work.
2. Preparation of teaching aides, materials and other items for the class teacher.
3. Prepare equipment, materials and ingredients for practical lessons, as per lesson recipes or student orders.
4. Prepare room for practical cooking lessons by cleaning bench surfaces and ensuring adequate supplies of tea towels, dishcloths and detergent.
5. Monitor the cleaning of tables and equipment after practical lessons along with the students and classroom teacher.
6. Supervision of small groups as directed by the class teacher.
7. Care of students with special needs.

KITCHEN DUTIES

8. Clean and maintain equipment as needed. Including organising repair/ raising a maintenance request (MyMaintenance) when needed.
9. Clean and maintain the commercial kitchen (stove and oven) to the required standards regularly. (outsourced)
10. Clean and maintain storage areas at the end of each term.
11. Clean refrigerators and freezers. Defrost if required.
12. Clean Assistance Food Preparation area daily.

CENTRE MANAGEMENT

13. Order, receive check and store consumable items.
14. Ensure tidiness of cupboards and refrigerators/freezers.
15. Restock and colour code benches – end of each term or as needed.
16. Labeling of cupboards.
17. Engrave items.
18. Maintain register of borrowed equipment. Add new items to asset register as needed
19. Fill out warranties of new items and keep with instruction booklets in warranties file.
20. Other Administrative duties as required.

LAUNDRY

21. Clean all washable items (ie. Oven mitts, aprons, tea towels, etc) and folding as required.
22. Assist with other laundry as needed.

BEHAVIOUR MANAGEMENT

23. To assist the teacher in observing, recording, charting learning or behaviour, making
24. anecdotal records, etc.
25. To promote behaviour management and maintenance of appropriate behaviour after teacher

26. has provided goals and management strategies.
27. To encourage and apply general classroom management strategies which promote appropriate student behaviour.
28. To provide feedback to the teacher.

Selection Criteria

Essential

1. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community
2. Appropriate qualifications as an Home Economics Assistant.
3. An ability to work with and alongside an experienced teaching team.
4. Identify professional and personal development needs and seek ways to meet them.
5. Undertake and apply Occupational and Health Safety requirements in the workplace.
6. Strive to identify areas and processes for ongoing improvement of productivity and service.
7. Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values.
8. Strive to meet deadlines.
9. Serve as a good ambassador of the School.

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.