

# High Grange

## Job Description

**Job Title:** *Specialist Food Technology Teaching Assistant*

**Reports to:** *Senior Leadership Team, Individual Line Manager*

**Type of Position:** *Full Time (37.5 hours a week)*

## About High Grange School

High Grange School is an outstanding, specialist independent school for pupils with Autism Spectrum Condition (ASC) and associated needs, including PDA, ADHD and social, emotional and mental health differences.

Our provision is autism-informed by design, underpinned by our ACE + Independence framework:

- Adaptive Thinking
- Communication
- Emotional Wellbeing

Staff work as part of a highly effective multi-disciplinary team (MDT), ensuring that learning is personalised, structured and aligned to pupils' developmental needs.

## The Role

This is a specialist Teaching Assistant role within the Food Technology department, working closely alongside the Food Technology Lead and wider staff team. You will support the delivery of high-quality Food Technology provision across the school.

This is not a teaching role; however, it is a skilled and specialist position requiring strong understanding, precision in support, and the ability to adapt approaches for pupils with autism and associated needs.

You will play a key role in helping pupils develop confidence, understanding and independence in Food Technology, ensuring that support is carefully scaffolded and aligned with individual EHCP outcomes.

## Key Responsibilities

### Food Technology Department Support

- To support the everyday running of the Food Technology department.
- To maintain a tidy and resourceful learning environment conducive to exceptional learning.
- To have an understanding of how the schools' MDT operate and the close links between MDT and Food Technology
- Have good ICT skills
- Prepare ingredients and equipment for practical lessons.
- To assist the Food Technology teacher in the ordering of ingredients / equipment.
- Assist in the production and or updating of displays.
- Maintain and monitor stock – checking ingredients are stored and dated correctly.
- Provide technical support to students during lesson time as and when required.
- Carry out regular Health and Safety classroom checks in the department.
- Undertake Level 2 Food Hygiene training as required.
- To engage with relevant CPD as applicable to the roll.
- Carry out a range of administration duties including: the maintenance of student folders / product photos/ chef of the week certificates / filing and storing recipes/ assisting marking work.
- To cover any absence of the Food Technology teacher (for up to two consecutive days).
- Complete Level 3 Teaching Assistant Qualification

- To be committed to the school's ethos 'ACE – Independence.
- To keep up to date with, and remain knowledgeable of, the requirements of the National Curriculum.
- To have regard for continuing professional development (CPD) and contribute to the school's process of self-evaluation and development.
- To help differentiate resources and equipment so all pupils may access those lessons appropriately.
- To follow and implement the school's promoting positive behaviour and discipline policy and be trained in 'team-teach' at intermediate level.
- To encourage pupils to develop and use their creativity, initiative, independence and take responsibility where possible for their learning and progress.

### **Collaboration**

- Work closely with the Food Technology Lead and SENCo to establish joined-up support
- Share strategies and approaches with teaching staff to support inclusive Food Technology provision
- Support the development of consistent practice across classrooms

### **Behaviour, Regulation and Environment**

- Support pupils using the school's Empowering Resilience (Behaviour) Policy
- Understand that behaviour is a form of communication and respond appropriately
- Create and maintain a calm, structured and supportive environment
- Undertake relevant training, including Team Teach, as required

### **Professional Responsibilities**

- Work in line with the Teaching Assistant standards and school expectations
- Maintain accurate records and uphold confidentiality and GDPR requirements
- Follow all safeguarding procedures in line with Keeping Children Safe in Education

### **The Practitioner We Are Looking For**

We are seeking a proactive and reflective practitioner who brings both technical understanding and relational skill.

The successful candidate will:

- Have a strong understanding of Food Technology (up to GCSE/A Level or equivalent)
- Have experience of, or a strong interest in, working with pupils with Autism Spectrum Condition
- Be calm, consistent and patient, able to build confidence in pupils over time
- Be organised, proactive and able to work both independently and as part of a team
- Be committed to inclusive, adaptive and person-centred practice
- Have strong communication skills and the ability to work collaboratively with staff and professionals
- Be fully committed to safeguarding and promoting the welfare of children

### **Safeguarding**

High Grange School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be required to undergo an enhanced DBS check and comply with all safeguarding procedures in line with current statutory guidance.

### **Person Specification**

#### **Essential**

- Level 3 Teaching Assistant qualification (or willingness to work towards)
- Experience of working with children and young people, ideally within an educational setting
- Experience of supporting pupils with Special Educational Needs, particularly Autism Spectrum Condition (ASC)
- Understanding of how to adapt support for pupils with autism and diverse learning needs
- Ability to create structured, predictable and supportive learning environments
- Strong communication skills
- Ability to support pupils' confidence, engagement and independence in Food Technology
- Effective organisational and time management skills
- Ability to work collaboratively with teachers, support staff and external professionals
- Understanding of safeguarding and health & safety requirements in an educational setting

- Competent use of IT to support learning and administration
- A genuine commitment to supporting pupils with autism and associated needs
- A strong interest in Food Technology and supporting pupils to develop confidence and understanding
- Calm, patient and consistent approach
- Ability to build strong, trusting relationships with pupils
- Resilient and solution-focused when working with complex needs
- Flexible and adaptable to meet individual pupil needs
- Proactive and organised in approach to work
- Positive and professional attitude
- Ability to work effectively as part of a team
- Commitment to safeguarding and promoting the welfare of children

### **Desirable**

- Ability to encourage and enable others to reach their full potential.
- Experience of working with pupils with PDA, ADHD and/or SEMH needs
- Experience of working in partnership with parents/carers
- First Aid qualification
- Experience using assessment tools or progress tracking systems
- Experience of working within a multi-disciplinary team (MDT)
- Knowledge of EHCP processes and Annual Reviews
- Team Teach (or equivalent) training
- Experience of contributing to wider school life or enrichment activities
- Experience of working closely with families and external professionals