



Head of Food Technology - Full Time

Information for prospective staff

Department Information

The Senior Food Technology Department is currently staffed by one full-time teacher, who is also Head of Department, and one part-time teacher, supported by two Food Technology technicians who work a combined total of 33 hours per week. We are pleased to be able to offer a full-time teaching post, delivering Food Technology at Key Stages 3 and 4, to a suitably qualified and enthusiastic candidate.

The department is housed in a good-sized Food Technology room, designed with a practical cooking area at one end and a classroom teaching space at the other. A large touchscreen display is mounted on the wall and is used to support both practical and theory-based learning. Teachers are provided with their own laptop, and all pupils are issued with an iPad by the school, allowing for the effective integration of digital resources across lessons. The room is well equipped with a wide range of both small and large equipment, including 14 cookers, half of which are gas. Class sizes are approximately a maximum of 14-15 pupils in all year groups.

In Years 7 and 8, pupils study Design Technology and Food Technology on a rotating, termly carousel within the Science and Technology Centre, with two lessons per week. In Year 9, a similar model operates, with pupils receiving weekly lessons in each subject for half of the academic year. Across Key Stage 3, the emphasis in practical lessons is on developing pupils' independence and confidence in producing high-quality savoury and sweet dishes. In theory lessons, the focus is on developing informed, responsible consumers, with pupils learning about nutrition, healthy eating and making sustainable food choices. Lessons are between 50 minutes and one hour in length, depending on the time of day.

At GCSE, we follow the Eduqas Food Preparation and Nutrition specification, which is taught over two years in Years 10 and 11, with five hours of teaching over a fortnight. Pupils have a strong track record of success in the subject, achieving excellent outcomes in both the Non-Examined Assessment and the written examination components.

Information about the role

General

The Head of Department is accountable to the Headmaster and in addition to his/her duties as a teacher has responsibility for the following:

- Leadership of the Department, its academic performance, organisation and administration.
- Promoting and supporting the School's aims and policies, and leading the Department effectively in accordance with those aims and policies.

Curriculum, Teaching, Learning & Assessment

- The drawing up and updating of schemes of work in accordance with School policies and subject to developments at KS3 and GCSE.
- Setting high standards of work and behaviour in the Department in accordance with school policies and monitoring the teaching and learning within the Department by regular observation of teaching and written work
- Ensuring that teaching and learning in the Department takes into account the different needs of the pupils and developing strategies to meet those needs
- Managing coursework as appropriate and monitoring the preparation of pupils for public examinations
- Providing the Examinations Officer with the relevant information for public examination entry within deadlines set. Determining the internal examination/ testing requirements and ensuring that papers are set and marked in accordance with school policies
- Making use of baseline data (entrance tests, screening results, MidYis and YELLIS scores)
- Drawing up departmental policies on marking (classwork/coursework and homework), reporting and assessment in line with School policies. Monitoring adherence to these policies and their effectiveness within the Department
- Liaison as appropriate with the School Library as a whole school resource for learning
- Promoting the subject among pupils by developing departmental enrichment activities (eg visits; exchanges; clubs, competitions etc)

Management, Administration and Staff

- Leading the staff of the department; holding regular departmental meetings with agenda and minutes and ensuring effective communication within the Department, and between the Department and other Departments and the Senior Management Team
- Managing the routines of non-teaching staff (e.g. technical staff) attached to the Department
- Evaluating public examination results at KS3 (where applicable) and GCSE and reporting to Senior Management on these
- Writing an annual report to the Headmaster for submission to the Governors
- Liaison with parents on departmental matters
- Liaison with the Deputy Head on work set by absent staff of the department

- Communicating effectively through attendance at Heads of Department and other curriculum meetings as required
- Managing the resources of the Department efficiently
- Drawing up an annual development plan for the Department including a budget proposal in conjunction with the 2nd Deputy Headmaster
- Managing the departmental budget; keeping within limits set
- In consultation with the 2nd Deputy Head, organising the teaching allocation for the department and advising the Headmaster on the appointment of staff to the Department
- Participating in the recruitment, selection and induction of staff for the Department and ensure appropriate support and mentoring of Newly Qualified Teachers in the Department

Other

- Managing in conjunction with the Deputy Head departmental INSET; encouraging the professional development of all members of the Department
- Taking responsibility for Professional Review (appraisal) of some or all colleagues in the Department in accordance with the School scheme
- Ensuring that the department has a health and safety policy in accordance with the School Health and Safety Policy. Monitoring adherence to that policy within the Department
- Participating in Open Mornings; preparing materials for specific marketing events.

General Teaching Duties

- Awareness of and compliance with all aspects of the School's safeguarding policy. Staff will undergo initial and ongoing training and be responsible for promoting and safeguarding the welfare of the students for whom they are responsible.
- Preparation and planning of lessons in accordance with departmental schemes of work.
- Demonstrating a range of teaching methods and keeping abreast of developments in their subject area; employing a range of teaching resources including the display of pupils' work.
- Carrying out summative and formative assessment according to departmental and School policies. Recording assessment grades/reports etc. within deadlines set and keeping clear records.
- Setting and marking of class work, homework, examinations and course work according to relevant School and departmental policies.
- Reporting to parents on progress at parents' evenings or on reasonable request from parents.
- Recognition of the specific needs of each pupil and of classes as a whole. Setting an appropriately challenging pace for lessons and adapting teaching methods to the needs of pupils.
- Establishing a structured learning environment conducive to learning and where pupils know that high standards are always required.
- Managing the classroom or workshop effectively with appropriate use of sanctions and rewards in

accordance with departmental and School policies.

- Motivating pupils to learn and establishing a rapport with pupils conducive to learning.
- Attending departmental meetings and sharing departmental responsibility; attending staff meetings and School or departmental INSET; seeking opportunities for professional development; participation in the School Professional Review (appraisal) scheme; participation in induction arrangements.
- Contributions to the wider life of the School including the duty and cover roster and a significant commitment to the co-curricular and/or sporting programme. Including supporting GCSE lunchtime clubs.
- Teaching staff are expected to support school events, such as assemblies; and attend those events as required by the Headmaster, including: Open Day, Prize-giving Ceremonies, Parents' Evenings, INSET Days and the Entrance Examination days.
- Staff are expected to play a full role in the pastoral life of the school; including taking a Form Group.
- Staff should ensure prompt attendance within school contracted business hours.
- Staff should ensure they wear appropriate business dress or, where appropriate, co-curricular clothing.

Other

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Informing the Bursar of any concerns regarding Health & Safety and safe working practices.
- Teaching staff will read and act upon, or in accordance with, all the relevant school and departmental policies.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Carrying out the normal supervision duties as laid down in School policies.
- Staff will uphold public trust in the profession and the reputation of the school by maintaining the highest standards of ethics and behaviour, within and outside school. They will show tolerance of and respect for the rights of others and not undermine Fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. They will ensure that their personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Revision of Job Description

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post.

Experience required

- Staff should demonstrate a passion for, and expertise in, Food Technology teaching and use that to inspire the students whom they teach. They should hold a good honours degree in a relevant subject, ideally a 2.1 or higher.
- To either hold QTS and demonstrate a track record of success, or possess the willingness and ability to become a qualified teacher.
- An awareness of, and a commitment to, the needs of young people in a school setting; someone who shares the School's commitment to promoting the welfare of and safeguarding children.
- An enthusiastic and dynamic teacher, able to motivate and inspire pupils to achieve the highest standards.
- Ability to build and maintain professional relationships, striking the right balance between formal and informal channels.
- Good time management skills, able to cope with the demands and life of a busy leading independent school.
- An effective communicator.
- Appropriate attention to safety procedures and hygiene regulations will be expected in the excellent new facilities in the Science and Technology Centre.
- Good ICT skills and the ability to deal with the administrative routines.
- Able to demonstrate a love of learning and seek to develop their professional practice.
- Commitment to supporting neurodiverse students in a high performing environment to achieve excellent results with positive wellbeing.

Note to Applicants:

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s).

How to Apply

Applicants should send a completed application form to CLFS-Recruitment@cityoflondon.gov.uk, by **9am Friday 1st May 2026**.

Interviews will take place at the school on **Friday 8th May 2026**. Candidates are asked to note that Freeman retains the right to interview and appoint at any time during the application process.

Freemen's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email CLFS-Recruitment@cityoflondon.gov.uk to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).