



Job Description

Position: Catering, Hospitality and Enterprise Instructor

Salary: NJC Grade 8 SCP 20-24

WSCC JDQ: SCHG29f (secondary)

Hours: 35 hours per week plus 30 minute unpaid lunch break
Monday to Friday 8.45 to 4.00 (Tuesday 8.45 to 5.00)
Term time only

NB In some circumstances, these hours and days of work can be reduced/varied by agreement with the Headteacher and Governing Body, if the needs of the pupils and school can still be met.

General Details:

The details of the general duties for an Instructor are set out in this job description but actual duties will vary in accordance with the age and needs of the pupils.

- The days of work through the year to be agreed with the Governing Body.
- It is expected that you will adhere to professional standards (The Professional Standards for Teachers and Trainers) and school policy and procedures at all times.
- This job description may be reviewed at the end of the academic year or earlier if necessary. It may also be amended at any time after consultation with you.
- See the Person Specification for details of experience, qualifications, knowledge and skills required for this post.

Relationships:

- The post holder will have a direct or indirect accountability to the Head Teacher and the Deputy Heads as appropriate to their specialist role as an instructor.
- The post holder will have regular responsibility for their subject specialism and delivering training when required.

Job Purpose:

- To be responsible for the management and development of the Food, Hospitality and Catering education at the college site.
- To provide educational and personal support to children with learning, social and communication, physical, sensory and/or behavioural difficulties and needs.
- To implement agreed food, hospitality and catering training programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
- To Lead and manage the development of the college Enterprise Coffee Shop
- Develop links and partnerships with hospitality and food businesses to enhance the pupil's learning experience

Tasks and responsibilities:

To lead, plan and deliver learning in a kitchen environment

Deliver learning in a kitchen environment that promotes independent living and healthy living skills.

Oversee and carry out training sessions with students, helping them gain independence and confidence in a simulated work environment.

Oversee and carry out sessions with students, helping them to develop independence skills within a home learning environment.

Report on and celebrate pupil progress.

Work with pupils in all areas of the kitchen, home learning environment and enterprise café.

Work with pupils to deliver a café menu to serve to the Woodlands Meed community and to the public.

Have a good financial awareness and understanding of food profit and losses, be able to cost menus effectively.

Train and implement a high standard of food hygiene to staff and pupils.

Take responsibility of daily, weekly, and monthly cleaning of the education kitchens and upkeep of the food safety standards.

Ensure that food preparation areas are kept hygienic.

Manage weekly stocktake.

Embed English and maths functional skills as part of pupil's food and enterprise learning.

Ensure that the relevant policies and risk assessments are kept updated for the food technology room.

Develop new ideas that motivate and engage pupils with the food preparation and the hospitality and catering sector.

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.

- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visits, trips and out of school activities as required.

This description is not exhaustive. It is intended to give a general outline of the current duties and responsibilities and will be reviewed periodically with your line manager.

Other Duties:

- Provide staff cover for lessons across the college site.
- Participating in Parent/Carer Consultation Evenings.
- Undertaking a daily lunch duty and playground duties as needed.

Voluntary Tasks:

- Voluntary tasks such as attending overnight on class residential trips.
- Voluntary Minibus Driving (for some staff but only by voluntary agreement).

The post holder will be expected to undertake other duties, commensurate with the post, which your direct line managers or members of the Leadership Team may reasonably and occasionally require.

Explanatory notes

Woodlands Meed School offers all staff Professional Development Reviews with an agreed line manager. The main aim of this is to identify areas of success and for professional development/individual training needs. These PDRs will be scheduled annually as a minimum requirement, but ideally there should be a termly meeting and regular informal discussion.

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the Professional Development Review cycle and at any other time on request.

Person Specification:	Essential	Desirable	How tested
Qualifications			
Teacher Training for Post-16 Further Education.		X	On the job training, unless applicant already holds qualification
A Level 2 qualification in English language at grade 4/C or above. Level 2 maths at a grade 4/C or above.	X		Application & CPD record
Barista training		X	On the job training
Food Hygiene Certificate		x	Application & CPD record
Appropriate first aid training / qualification (e.g. Paediatric or First Aid at Work)		X	Application & CPD record
Experience			
Experience of working with children and young people aged 14-19 with special educational needs		X	Application / interview
Experience of working with children and young people aged 14 - 19 with special educational needs in an educational setting		X	Application / interview
Experience of working in a kitchen/café, with at least two years of professional experience of food preparation	X		Application / interview
Skills and Qualities			
Good organisational skills	X		Application / interview
Good oral and written communication skills	X		Application / interview
A good level of numeracy	X		Application / interview
Ability to work proactively	X		Application / interview
Good general IT skills so can use ICT effectively to support learning including use of other technology – camera, photocopier	X		Application / interview
Ability to relate well to children and young adults	X		Application / interview
Ability to multi-task	X		Application / interview
A good communicator who works well under pressure	x		Application / interview
Ability to self-evaluate learning needs and actively seek learning opportunities		x	Application / interview
Be able to work flexibly both as a member of the team and on your own initiative	X		Application / interview
Ability to contribute constructively to a team approach and work flexibly	X		Application / interview
Ability to drive a minibus or willingness to learn (if over 25)	Voluntary		Not used in shortlisting
An awareness of the value of equality and diversity and be able to demonstrate a commitment to working in a non-discriminatory manner	X		Application / interview
Ability to safeguard and promote the welfare of children including: <ul style="list-style-type: none"> • Ability to form and maintain relationships and personal boundaries. • Emotional resilience in working with challenging behaviour or difficult situations requiring tact and confidentiality. • Appropriate attitudes to care, use of authority and maintaining good pupil behaviour. 	X		Application / interview

Agreed Job Description:

Signed: *Instructor* Date:

Signed: *Headteacher* Date:

Signed: *Agreed Reviewer on appointment* Date:

*Agreed Reviewer may be changed at a later date if attached to a different role or class