

Café Project Lead





Candidate Letter

Dear Candidate,

Thank you for your interest in joining our highly motivated, innovative team of around 20 teachers and 35 associate staff from all walks of life. We are a highly collaborative, mutually supportive and dedicated staff team.

Working together to understand the unique, complex learning and additional needs of our 145 students, sharing expertise and embedding best practice are all hard-wired into our weekly schedule with daily briefings as well as regular meetings. There is plenty of support for continuing professional development for those who want to progress their careers and for those who want to become even better at what they do.

Expectations for student outcomes are high, but helping them overcome barriers to learning is an equally important part of our role. About 40% of our students have autism or other social communication difficulties, a quarter have speech and language needs and others have physical challenges or complex health care needs. Practitioners at The Abbey gain a significant proportion of their job satisfaction from the little 'wins' every week.

Structure and routine are vital, but the curriculum is an ambitious combination of academic and life-skills learning to prepare our students for future education and training, more independent living and better employment prospects so no two days are the same. We embrace the challenges, seeking solutions and improvements and are not afraid to try new things. We share the 'laughs' and celebrate the achievements.

I very much look forward to receiving your application and perhaps having the opportunity to meet you beforehand, introduce you to our fantastic students and staff and show you our amazing school. In the meantime, if you have any queries not covered in the application pack, please contact the school office on 01252 725059 or email enquiries@abbey.surrey.sch.uk and one of the team will get back to you. I would also encourage you to have a look at the school website www.abbey.surrey.sch.uk if you would like to find out a bit more (the Year 11 leavers' films in the news area give you a fantastic insight into the Abbey School journey for our students).



David Jackson
Head teacher



Job Advert

Café Project Lead
Session (4 hours) Thursday each week, term time only
9am – 1pm

Pay scale WA4-10 to WA4-16
FTE: £24,133-£27,663, Actual: £2,306-£2,643
plus instructor rate
£20.00 for 4 hours

We are a special school for secondary pupils from Years 7 to 11 who have learning and additional needs. We require a Café Project Lead to work each Thursday 9am-1pm, term time only.

The Abbey School converted to Academy status on 1st September 2018 and is part of the Weydon Multi Academy Trust (WMAT). We were graded Outstanding by OFSTED in 2009, 2012, 2016, December 2022 and June 2024.



Job Description

Café Project Lead Job description

The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description recognises the requirements of the current pay and conditions regulations and reflects the vision, aims and policies established by the Governors of the school.

Job details

Salary: WA4-10 to WA4-16 Actual £2,306-£2643 plus instructor rate = £20.00 per 4 hours

Hours: Thursdays, term time only

Contract type: Permanent

Reporting to: Deputy Headteacher

Main purpose

- Lead group of students on half termly rota
- Around 8 students
- Supported by teaching assistant(s)
- Fostering a positive and inclusive learning environment that meets diverse needs of our students
- Support students in developing:
 - Teamwork
 - Independence
 - Communication skills
 - Hospitality skills
 - Confidence
 - Experience in a cafe type setting
 - Cooking skills and knowledge
- Work from and adapt scheme of learning to best support learners
- Promote an inclusive classroom
- Maintain open and effective communication with students, parents and colleagues
- Manage orders for ingredients for the café



- Plan and lead well-structured sessions bring about positive outcomes.
- Adapt teaching to respond to the strengths and needs of students
- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Implement the school's policies, practices and procedures, so as to support the school's values and vision
- Provide cover, in the planned or unforeseen circumstance that you are unable to teach
- Promote the safety and wellbeing of students
- Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment.
- Develop effective professional relationships with colleagues
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.
- Direct and supervise support staff assigned

The Café Project Lead will be required to safeguard and promote the welfare of children and young people, and follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Café Project Lead will carry out. The postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post, as directed by the Headteacher or Line Manager.



Person Specification

Category	Essential	Desirable
Qualifications	Numerate and literate to GCSE or equivalent standard	
Professional Knowledge, Skills and Understanding	High standard of communication, both verbal and written Commitment to anti-discriminatory practice Emphatic, patient, supportive, diplomatic Willing to learn and accept suggestions for improvement Able to work with other professionals Be well organised and work cooperatively with others Be self-motivated, enthusiastic, creative and adaptable Work independently of others	Knowledge or experience of services industry Knowledge or experience of working with young people
Safeguarding	Full enhanced DBS clearance with Children's barred List clearance The ability to form and maintain appropriate relationships and personal boundaries with students A commitment to inclusive education Committed to safeguarding and promoting the welfare of children and young people (References)	
Equality of Opportunity	The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	
Personal Qualities	Enjoy being with children in a school environment Passion for supporting young people Inspirational, dedicated and motivated individual Ability to maintain trust and be respected by staff High expectations of self and others A flexible and adaptable approach Ability to stay calm under pressure Treats people fairly, equitably and with respect to maintaining positive working relationships Has resilience and the determination to be successful within this role and ambitious for the School and its students	Passion for hospitality, cooking or catering High quality communication skills with the ability to develop positive relationships with all stakeholders A sense of humour and a good sense of well-being



The Abbey can offer:

- Amazing students who want to learn
- A brand new, state of the art, English classroom
- Excellent IT facilities in a modern school fit for 21st century teaching
- A range of CPD opportunities to support professional development inside and outside the classroom.
- A range of evidence-informed strategies to support teaching and learning inside the classroom.
- A consistent approach to behaviour which ensures learning is not disrupted.
- A welcoming and supportive staff community
- Opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT.
- External leadership/NPQ opportunities, including supporting masters' applications and aspiring senior leader's development programme
- On site car parking
- Westfield Health Cash Plan

<https://www.westfieldhealth.com/individual/health-cash-plan>





Project 2022

The Abbey has undergone huge investment as we have expanded from a 2 to 3 form entry school to support Surrey County Council's SEND Sufficiency Strategy.

'Project 2022' is now completed and provides The Abbey with:

- 15 x general classrooms (nine of these are brand new)
- A brand-new specialist Computing classroom
- A brand-new Food Technology classroom
- A brand-new specialist Art room
- A brand-new specialist Music/Drama classroom
- A brand-new Design Technology classroom
- Two specialist Science labs (one is brand-new)

In addition, there is:

- A full size sports hall and two new PE storage areas
- A brand-new multi-use games area (MUGA)
- A brand-new staff room
- A brand-new school office
- A new, fully-furnished waiting area for parents, carers and visitors to the school
- A brand-new conference/meeting room
- 4 additional therapy rooms
- New boys' and girls' PE changing rooms
- Five additional offices
- Two new disabled toilets
- A state-of-the-art staff workroom

This is a really exciting time for The Abbey, we have watched the transformation of our school allowing us to expand and flourish in our new buildings with their first-class technology. Completing Project 22 has included completely refurbishing our IT network and systems across the school. More than £200,000 has been spent on achieving this.

All classrooms are now equipped with state-of-the-art interactive whiteboards, wi-fi and an internet-based phone system. Every student has also been provided with their own Chromebook fully funded by the school to aid their learning which came at no cost to our parents. These are regularly used in lessons.



How to Apply

Please complete the application form provided (or download a copy from the school website <https://www.abbey.surrey.sch.uk/1270/vacancies>) and send to:

Zoe Mackie,
Operations Manager
The Abbey School, Menin Way, Farnham GU9 8DY
e-mail: recruitment@abbey.surrey.sch.uk

The Abbey School reserves the right to interview candidates when applications are received.

PLEASE NOTE THAT NEITHER COVERING LETTERS OR CVs WILL BE ACCEPTED

Closing Date: **This will remain open until the position is filled.**

**We look forward to receiving your application to join our
dedicated and passionate team**

The Abbey is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.

The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Enclosures/attachments:

- Application Form
- WMAT Staff Prospectus
- FPN for Applicants