

Role Profile: Cook
Salary:
Reporting to: Vice Principal
Responsible for: n/a

Important Functional Relationships:

Internal - Staff within Wave Mat Academy

External - Principals and other Academy-based staff; Pupils and their Parents/Carers; FE Colleges and other Outside Providers; Other outside agencies, both statutory and non statutory

Our Values:

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave MAT empower young people to succeed, these are the values we are looking for when we seek new staff.

Main purpose of Job

- To prepare & cook all academy meals efficiently and in a timely manner, and maintaining a clean, well maintained and stocked kitchen.
- To provide well balanced meals and nutritional menu choices. To work with pupils to prepare academy meals for all pupils and staff.
- To assist the delivery of outstanding lessons, leading to significant progression and attainment for all pupils through academy food.
- To actively implement the academy's behaviour policy and systems in order to assist the delivery of outstanding education to our pupils.

- Promote pupils' independence, self-esteem and social inclusion

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to providing academy food by adopting relevant strategies to support the work of the teacher and increase participation and achievement of all pupils
- Promote, support and facilitate inclusion by encouraging participation of all pupils. Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe Academy environment
- Undertake any other relevant duties given by the Senior Leadership Team
- Support pupils across the academy
- Encourage appropriate social behaviour, during academy hours both in and out of academy and cater for the general welfare of children;
- Work with pupils as assistants in the kitchen to prepare meals;
- Ensure expenditure is kept within authorised budget limits by completing stock sheets and maintaining appropriate stock levels for a changing pupil population;
- Maintain a safe working environment by ensuring that Food Hygiene and Health and Safety regulations are followed at all times, whilst ensuring that all equipment issues are reported promptly to the Health and Safety representative for the site, and that all accidents are adequately and promptly reported;
- Carry out and record regular checks of all kitchen equipment, and the kitchen area, in accordance with relevant procedures;
- Remain vigilant in keeping the kitchen and storerooms secure to maintain a safe working environment;
- Attend training courses to maintain compliance with regulations and as directed by the Principal;
- To maintain confidentiality of information acquired in the course of undertaking duties for the Service;
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Service's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);
- Follow current safeguarding/child protection guidelines;

Planning

- Pro-actively plan, organise and manage duties;
- Plan menus to provide well balanced meals at designated times, with adequate choice of meals;

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils and other stakeholders
- Communicate their knowledge and understanding of pupils to other academy staff
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the academy
- Develop effective professional relationships with colleagues
- Report behaviour or change to behaviour following safeguarding procedures

Whole-academy organisation, strategy and development

- Contribute to the development, implementation and evaluation of the academy's Five Year Plan, policies, practices and procedures, so as to support the academy's values and vision
- Make a positive contribution to the wider life and ethos of the academy

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our academy's child protection policy
- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe

Professional development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with academy leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the academy
- Take part in the academy's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside academy
- Have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards of attendance and punctuality

- Demonstrate Wave's Values, to develop and sustain effective relationships with the academy community
- Respect individual differences and cultural diversity

The Cook will be required to safeguard and promote the welfare of children and young people, and follow academy policies and the 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 carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal, SLT or line manager.

To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience of food preparation, ideally in an environment serving children and young people 	<ul style="list-style-type: none"> • Experience working with Children • Knowledge and understanding of children with behavioural challenges
Education & Training	<ul style="list-style-type: none"> • GCSEs at grades 9 to 4 (A* to C) including English and maths • Level 2 Food Hygiene Certificate 	<ul style="list-style-type: none"> • Further qualification relevant to post • Academy
Special Knowledge & Skills	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Competent ICT skills. • academy • Understanding of specific catering needs and diets that may present 	<ul style="list-style-type: none"> • Skills and expertise in understanding the needs of all pupils • Understanding of roles and responsibilities within the classroom and whole academy context
Personal Qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • An understanding of the importance of academy food to pupil development and it's impact on positive outcomes and promoting the ethos and values of the academy • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Strong team player 	

