



JOB DESCRIPTION HEAD OF FOOD & CATERING

Post Title:		Head of Department - CATERING
Purpose:		<ul style="list-style-type: none"> • To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. • To act as a Head of Food, Hospitality & Catering and be responsible for leading and developing this area. • To develop and enhance the teaching practice of others. • To monitor and support the overall progress and development of students as a leader within the curriculum area and as a Personal Tutor.
Reporting to:		Deputy Principal for Teaching & Learning
Responsible for:		The provision of a full learning experience and support for students
Working Time:		195 days per year. Full time
Disclosure level		Enhanced
Main Core Duties		As detailed in the outlined job description

Operational/ Strategic Planning		<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area. • The day-to-day management, control and operation of subject area provision within the department. • To lead the monitoring and follow up related to student progress, liaising closely with DHT Standards & Personalisation. • To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. • To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school. • To lead on the management of the self evaluation and strategic improvement planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school. • To work with the SenCo to ensure that IEPs are used to set subject specific targets and match work well to students' needs.
Curriculum Provision:		To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic vision and objectives.
Curriculum Development:		<ul style="list-style-type: none"> • To support curriculum development within the whole department with particular emphasis on the relevant curriculum area and in all key stages. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To maintain accreditation with the relevant examination and validating bodies
<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff		<ul style="list-style-type: none"> • To work with the Deputy Principal (in the first instance) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To contribute to Performance Management and to act as reviewer for a group of designated staff. • To be responsible for the efficient and effective deployment of the Department's support staff (if applicable). • To promote teamwork within the department and the Science Faculty as a whole and to motivate staff to ensure effective working relations.

Quality Assurance:		<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To assist in the process of the setting of targets within the department and to work towards their achievement. • To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department. • To contribute to the school procedures for lesson observation. • To implement school quality procedures and to ensure adherence to those within the department. • To participate in the monitoring and evaluation of the subject area in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required within the relevant subject area.
Management Information:		<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the relevant subject area on the management information system. • To assist in the use of analysis and evaluation of performance data. • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the identification of exam entries within the department. • In conjunction with the Head of Year and SenCo, to manage the Department's collection of data. • To provide the Headteacher and the Governing Body with relevant information relating to the Departmental performance and development.
Communications:		<ul style="list-style-type: none"> • To help ensure that all members of the department /curriculum area are familiar with its aims and objectives. • To ensure effective communication/ as appropriate with the parents of students. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
Marketing and Liaison:		<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases. • To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.. • To actively promote the development of effective subject links with external agencies.
Management of Resources:		<ul style="list-style-type: none"> • To identify resource needs and to contribute to the efficient /effective use of physical resources • To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.

Pastoral System:		<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the subject area • To help with the Heads of Year and AHT/DH Standards and Personalisation to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. • To assist in the implementation of the Behaviour Management system in the department and faculty so that effective learning can take place.
Teaching:		<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:		<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
Other Specific Duties: <ul style="list-style-type: none"> • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To actively engage in the staff review and development process. • To undertake any other duty as specified by STPCB not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>		

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile does not form part of your contract of employment.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: January 2022