

Hospitality Teacher/Instructor

Job Description and Person Specification

PURPOSE OF THE POST

- To run and manage the college kitchen preparing lunches for students and staff
- To promote the development of the trust's Equal Opportunities Policy throughout all aspects of school life.
- To promote the aims and objectives of the school as laid down by the trust.
- To deliver appropriate courses and accreditation to meet a range of needs.
- To provide excellent learning opportunities for all pupils.

RESPONSIBILITIES AND DUTIES

- To register classes taught throughout the day
- Will lead and plan catering at the College department at college
- To act as a form tutor for a group of students and oversee their pastoral needs, review their EHCPs and build good relationships with their families.
- To plan and prepare courses and lessons appropriate to each class assigned to him/her in written form.
- To teach, according to their educational needs, classes assigned to him/her, recording teaching activity in the approved format in line with the trust expectations.
- To maintain classroom discipline and a safe working environment for pupils, observing all guidelines set out within the trust with regard to the welfare, health and safety of pupils.
- To implement the process of assessment, recording and reporting on the development, progress and attainments of pupils taught.
- To maintain an up-to-date professional knowledge of developments within a range of subjects reviewing from time to time methods of teaching and programmes of work.
- To participate in arrangements for his/her further training and professional development as a teacher.

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- To attend all appropriate professional meetings as defined by the College's Directed Time.
- To provide work for classes affected by your absence when this is by prior arrangement.
- To co-operate and participate with the middle leaders of college and Assistant Headteacher-College, in college administration, activities and management.
- To maintain a stimulating work environment, principally through display material.
- To implement, in a professional manner, agreed College Curriculum and Departmental policies.

General Classroom Responsibilities

- To ensure that pupils are appropriately and fully assessed in line with the college assessment policies.
- To ensure that suitable and appropriate individual programmes, group programmes and class programmes of work are prepared, implemented and evaluated in accordance with college policies.
- To ensure that pupils' record of progress are maintained in accordance with the college record keeping policies.
- To be responsible for the associated work of any non-teaching staff.
- To ensure that necessary resource material is available, co-ordinated and accessible for efficient implementation of individual, group and class work and to update such material as necessary within budgetary constraints.
- To ensure that all classroom stock is properly maintained and accommodated as securely as possible.
- To maintain and control records of classroom stock.
- To produce suitable classroom and corridor displays of work.
- To promote parental and if appropriate, community interest in classroom work.
- To liaise with teaching and non-teaching staff and concerned professionals with regard to the education of pupils at the college.

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- To liaise with other staff members with regard to the effective and smooth transition of pupils between classes.
- To contribute to the EHCP Statement process and to attend case conferences as necessary.
- To work with class teaching assistants ensuring that they are appropriately directed and managed in accordance with the policies and procedures of the College

CORE RESPONSIBILITIES AND DUTIES

- Ensure that you understand and comply with the trust Health and Safety policy by following the relevant procedures that are in place.
- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures in line with the trust/school's vision and values.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.
- Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

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CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		
	<ul style="list-style-type: none"> Graduate; Qualified Teacher Status (for Teacher applicants). Willingness to learn and commitment to professional development. Successful teaching of SEND pupils and be able to demonstrate impact. Positive relationships with pupils' parents. Ability to provide excellent opportunities to young people with learning disabilities and physical disabilities or have the dedication and disposition to train to do this. 	<ul style="list-style-type: none"> Additional qualification / professional development in Special Educational Needs
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
	<ul style="list-style-type: none"> Effective classroom practitioner with the ability to teach outstanding lessons. Knowledge and understanding of specialist strategies for working with SEND. Ability to evaluate and develop practice from evidence of pupil learning. Able to provide for pupils' different learning styles. 	
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		

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Person Specification

- A reliable attendance record.
- Demonstrable commitment to SEND work.
- Ability to manage other team members in the classroom.
- A team player.
- Approachable and sensitive to the needs of others.
- A willingness to work positively with challenging behaviour.
- A demonstrable commitment to equal opportunities.