

Tutor - Catering

Grade 7

Job Description

The purpose of the role

As Catering Tutor you will take the lead role in the coordination, development and delivery of activities, campaigns, events and programmes aimed at increasing and supporting vocational participation and student engagement in the college kitchen and cafe. You will work with a wide variety of organisations and establish appropriate networks to ensure safe and effective provision at a range of settings.

Your focus will be on planning and delivering a well-constructed and well-planned catering curriculum that helps students develop personal and vocational skills. Your goal will be to engage students in a variety of activities that connect students with the world of work.

In order to support and develop sustainability within the college, a key role will be the development of support staff to support the delivery of sessions and promote opportunities for students to take part in vocational activities and related accredited qualifications. You will provide effective supervision, mentoring and support to staff, coaches and volunteers as required in order to maintain efficiency in the development and delivery of activity programmes. You will also assist with the identification of training needs.

Marketing and promotion is important, and you will be expected to assist with the development and implementation of marketing and promotional plans. You will ensure the take up of opportunities is equitable at all levels, and is accessed by traditionally under-represented groups, by ensuring activities and programmes are marketed and promoted appropriately. You will also be expected to attend and/or make presentations to committees, working groups and other public and community meetings and events as required.

You will lead, or assist as appropriate, with the development and implementation of administrative systems and procedures associated with the various schemes in order to ensure safety, effectiveness, efficiency and value for money.

It is expected that you will work with all relevant internal and external agencies, and individuals to create a clear, flexible plan to govern the development of projects related to the development of the college kitchen and cafe, as well as wider college developments, and monitor progress against objectives.

You will be responsible for monitoring expenditure and income associated with your area of responsibility and will maintain awareness of potential external and internal sources funding to support the development and delivery of engagement activities.

Monitoring student progress will be key to ensuring that impact and quality can be demonstrated, and that performance indicators are met. The evidencing and tracking of progress will be your responsibility, and you will undertake/assist in the preparation of reports as appropriate. You must ensure that accurate records of participation and performance in engagement programmes are maintained and progress reports are prepared as required.

Key Areas

- Safe, effective and enjoyable programmes of vocational activity are developed and delivered to meet students and the wider college needs
- Individuals and groups access appropriate catering sessions on a weekly and ongoing basis (including after college and, on occasions, weekends)
- Participation in vocational activity increases across the college for key population and target groups
- Student progress and personal development is tracked and progress is evidenced over time
- Students achieve relevant certification and accreditation
- Effective partnership working takes place to meet joint priorities with appropriate delivery

Responsible to: Senior Leadership Team

Employee Supervision: Support Staff

Knowledge, experience and skills:		E/D
E = Essential D = Desirable		
Experience		
1. Experience of working in a relevant field or related environment to provide a detailed working knowledge of relevant areas.		E
2. Experience of working with children with SEND.		E
3. Experience of developing, leading, monitoring and reviewing a range of vocational activities and programmes overcoming barriers to learning.		E
4. Experience of working effectively within a multi-disciplinary assessment and/or support context for children and young people.		D
5. Experience of staff/volunteer supervision.		E
6. Experience and confidence in engaging with partners and the public to understand college needs and deliver appropriate programmes and services.		E
7. Experience of presenting information and production reports.		E
8. Experience of working within the Catering industry.		D
Knowledge		
9. A detailed understanding of the area of work and post for which you are applying.		E
10. Knowledge of the engagement strategies required to support students with SEND.		E
11. Understanding of relevant technical areas including health and safety and the management of risk.		E
12. Understanding of financial processes including budget monitoring and ability to secure external funding.		E
13. Understanding of HR processes linked to the line-management of support staff.		E
14. Knowledge of relevant legislation and initiatives and their relationship to improving outcomes.		D
15. An understanding of inclusion and potential barriers to engagement that may face students with SEN.		D
Skills		
16. Ability to drive a minibus.		D
17. Ability to understand and manage challenging behaviours.		E
18. Ability to establish positive professional relationships with students, their families and multi-disciplinary teams.		E
19. Ability to lead and motivate staff.		E
20. Ability to work under own initiative, demonstrating skills linked to innovative thinking.		E
21. Ability to demonstrate exceptionally effective communication skills, both oral and written, at all levels.		E
Qualifications		
22. Appropriate technical qualifications including National Governing Body awards in relevant areas.		E
23. GCSE English/Maths grade A to C or equivalent.		E
24. Commitment to all CPD offered.		E
Behaviours and expectations		
All staff members are expected to adhere to and promote professional standards including the Trust and Academy's code of conduct and values.		

General

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Senior Leadership Team and develop and promote high standards of professional conduct throughout the Academy and the wider Trust community.

You will be expected to carry out your duties in line with the Academy's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services.

You will be expected to travel throughout the borough and wider area and will, therefore, have access to a vehicle with appropriate Business Insurance. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, Academy and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

February 2023