

Special Provision Partnership



Instructor - Hospitality & Catering

Grade 9

Job Description

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This role will involve managing a training kitchen within a school setting, ensuring both the quality of the food served and the effectiveness of the training provided. By combining education with practical application, this role will equip pupils with the knowledge and skills necessary for a successful career in the hospitality and catering industry.

The purpose of this post is to:

- Provide a nutritious hot dinner for all pupils everyday alongside the central catering team
- Create a supportive learning environment where pupils can develop their culinary skills, learn about food safety and hygiene practices, and gain valuable hands-on experience.
- Enable pupils to achieve relevant qualifications

The successful candidate will in conjunction with the central catering team:

- Develop and implement daily menus that meet nutritional requirements, dietary restrictions, and budgetary constraints.
- Oversee and participate in the preparation of meals, ensuring adherence to food safety and hygiene standards.
- Provide hands-on training to pupils in various culinary techniques, including cooking, baking, and food presentation.
- Ensure that kitchen equipment is properly maintained, cleaned, and in good working condition.
- Manage food and supply inventories, placing orders as needed to maintain adequate stock levels.
- Supervise pupils during their practical training, providing guidance and feedback.
- Implement and enforce health and safety procedures in the kitchen, including proper use of equipment and adherence to hygiene practices.
- Assess pupils' progress and provide feedback on their performance.
- Collaborate with school staff, including teachers and administrators, to coordinate meal services and ensure the overall well-being of pupils.
- Maintain accurate records of food purchases, inventory, and training activities.
- Comply with Trust and statutory regulations QSH (Quality, Safety, Health and Environment) and food handling processes.
- Ensure legal compliance is achieved for all systems.

Essential Criteria

Education & Training

1. Relevant industry qualifications (e.g., City & Guilds, NVQ)
2. A teaching or training qualification (desirable)

Experience

- Experience in a professional kitchen environment
- Experience of planning and delivering training to pupils / apprentices

Knowledge and Abilities

- Strong organisational and time management skills
- Excellent communication and interpersonal skills
- Passion for teaching and mentoring young people
- Ability to work independently and as part of a team
- Knowledge of food safety and hygiene regulations
- Knowledge of vocational courses and associated accreditation

Additional Requirements

We expect all our adults to:

- Uphold and promote professional standards including the Trust and Academy's code of conduct and values.
- Establish constructive relationships with all and understand and respect the position of all within the Trust.
- Contribute to the overall ethos, work and aims of the school.
- Promote the inclusion and acceptance of all pupils.
- Work as a member of a team to provide a safe, caring and stimulating environment.
- Be warm, consistent and reliable.
- Attend to pupils' personal needs (including social, health, physical, hygiene, first aid and welfare matters) according to the school's policies and procedures.
- Provide children with a 'secure base' in school by:
 - helping them to regulate their emotions
 - modelling the role of a trusting adult
 - supporting them to form and maintain trusting relationships with others
 - maintaining a calm and consistent approach and asserting appropriate boundaries
 - encouraging children to reflect on what goes wrong but not in a way that induces shame.
- Provide an on-call response for pupils.
- Administer and assess routine tests and invigilate when required.
- Undertake administrative tasks relevant to the role and according to the systems of the school.
- Assist with the supervision of pupils on visits, trips and out of school activities as required.
- Supervise pupils at lunch and break times.

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal and develop and promote high standards of professional conduct throughout the Partnership.

You will be expected to carry out your duties in line with the SPP'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 and will, therefore, have access to a vehicle (with appropriate Business Insurance) or other appropriate mode of transport. 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, 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.

October 2024