

Leith's Course Leader Queen Margaret's, York

Queen Margaret's is a fully independent boarding and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the school is proud of its traditions and Anglican foundation, whilst being forward thinking. Strong in the Arts and Sciences, QM ranks amongst the country's elite schools academically but provides an all-round education. Art, dance, drama, music and sport are all strengths and girls are encouraged to be involved in these and many other enrichment activities. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

Ethos of the School

A Queen Margaret's education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she will be a free thinking, courageous individual, prepared to take her learning to the next level and her place in a changing world.

Aims of the School

Queen Margaret's is a school for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve **excellence** inside and outside the classroom
- develop an enthusiasm for **independent** thought, learning and research
- grow with emotional maturity, social awareness and **respect** for individuality and difference
- forge special **friendships** that will stay with them for the rest of their lives
- be interesting, well-informed, happy and confident members of the **community**

Leith's Course Leader

Reporting to the Deputy Head (Academic) the appointee will lead groups of girls in the Sixth Form through the prestigious Leith's Basic Certificate Course in Food and Wine which is designed to teach the basic skills necessary to become a confident and efficient cook. Applicants for this post who are suitably qualified and who wish to apply will also be considered for the post of Teacher of Food Technology which is being advertised contemporaneously. In the event of one applicant being appointed to both posts the appointments will be by separate contract.

Main Duties

- Plan, order and where necessary acquire ingredients and equipment for sessions
- Operate within financial limits whilst ensuring high quality provision
- Ensure that all tuition and practice in the kitchen is carried out safely with careful attention to food hygiene and safe systems of working
- Maintain a clean, healthy and safe kitchen environment
- Ensure that ingredients and school equipment are stored safely and appropriately
- Deliver the Leith's course successfully

Person Specification: Leith's Course Leader

The appointee will:

- Be a talented and enthusiastic cook with a real passion for food and an understanding of nutrition
- Hold a Leith's qualification or be willing to undertake the 3 day training course at the cost of the school
- Be self-starting and well organised with a flexible and 'can do' approach to their duties
- Hold a full driving licence and have access to their own transport
- Hold current certificates in food hygiene and food safety
- Enjoy working with young people and encouraging them to succeed

Appointment Process

All applicants must complete the School's official application form, providing a full employment history and names and contact details for two referees. This should be accompanied by a letter of application addressed to the Head.

- The closing date for applications to reach the school is Monday 26 June 2017.
- Interviews are expected to take place during week commencing 3 July 2017.
- The interview day will consist of: a tour of the school, opportunities to meet with staff and girls, an observed cookery session (details will be provided), and a formal interview.
- Candidates must bring with them to their interview certain documents which will be specified in the invitation to interview.
- An appointment will be announced as soon as possible after the interviews are completed.

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions will be documented in a letter of appointment. The appointee will be required to familiarise herself/himself with and to comply with the School's non-contractual policies and processes as the same are published from time to time. Applications from persons wishing to be self-employed would be welcomed in which case terms and conditions will be negotiated on appointment.

1. The post holder will be paid an hourly rate of £25.00 per hour for each session delivered to include preparation and time spent sourcing ingredients. This will be paid in monthly installments in arrears from the agreed date of appointment and is inclusive of holiday pay; no over-time is paid and days off in lieu of work are not applicable.
2. The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days) calculated pro-rata which is to be taken during the School holidays.
3. Sessions will be delivered on three or four evenings each week dependent upon demand.
4. The School operates a non-contractual sickness policy details of which are available on the staff intranet.
5. The appointee will be enrolled in QM's own staff pension scheme, which is a contributory money purchase scheme (6% employee and 8.4% employer).
6. The appointment shall be made subject to an enhanced DBS check, a negative check at the DfE Record of Teachers Prohibited from Teaching, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the School.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau, in accordance with the Children Act 1989. The Teacher shall be fully aware of best practice relating to Safe Recruitment and Safeguarding. The appointee must be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare to the DSL as appropriate.