

## Cookery Activity Leader

**Reporting To:** Head of Co-Curricular Activities

**Hours:** Classes normally take place during term time on Sundays (2 classes at 1.30 – 3.00pm and 3.30 – 5.00pm) and on Tuesday and Thursday evenings (at 6.30 – 8.30pm), plus extra time for lesson set up/clean up. Not all Sundays are required – dates to be agreed termly with CCA.

**Start Date:** ASAP.

## Job purpose

- Lead cookery activities for pupils, catering for different dietary needs and taking the young chefs on an educational, fun and extremely yummy journey.
- Empower pupils to make unforgettable memories whilst cultivating essential life skills and foster a confident 'I can do' attitude.
- The successful applicant may have to undergo a short online cookery course for accreditation.

## Main duties and responsibilities

- Create and deliver an educational and enjoyable schedule of cooking activities.
- Provide the CCA Team with the recipes and ingredients required for the term's classes. (The CCA Team will purchase the ingredients for each class.)
- Lead appropriate activities with clear communication and instructions.
- Prioritise the welfare and health & safety of pupils during the classes and in the kitchen environment.
- Plan and run activities without supervision, and ensure all areas are packed and cleared after each session.
- Plan the ingredients required for each session and ensure that the classroom is properly equipped.
- Adapt the session to cater for pupils with varied cooking abilities and experience, and in line with celebratory calendar events.
- Discuss student feedback and adjust the activities, if necessary, to develop new ideas.
- Carry out observations, appraisals and give feedback appropriately.
- Ensure that students are participating in the activities, and maintain accurate administrative records (registers, incident reports, risk assessments).
- Ensure that comprehensive risk assessments are written and Health & Safety policies relative to the kitchen environment are implemented and adhered to.
- Ensure that every part of the activity is carried out safely and in accordance with DHSS policy statements, particularly those relating to staff supervision levels, staff code of conduct, risk assessments and registers and maintain pupil safety at all times.

## Job Description

*Inspiring girls*

### Person Specification

	Essential	Desirable
Previous experience of working with children in a cookery club / activity setting.		✓
Demonstrate an ability to create suitable recipes and use cookery techniques to teach students how to make dishes from scratch.	✓	
Have a demonstrable passion for cooking or baking and enjoy working with young people.	✓	
A strong understanding of Health & Safety and risks assessments in the kitchen.	✓	
Good organisation skills to plan lessons, ingredients and resources required for the size and timing of each class.	✓	
Ability to motivate pupils of all ability levels and manage behaviour appropriately.	✓	
Good communication skills.	✓	
Enthusiastic, friendly and willing to engage with young people.	✓	
Commitment to safeguarding and promoting the welfare of children and young people, and adhere to the School's Child Protection Policy at all times.	✓	

*Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.*

*We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.*