

# Technical Coach for Hospitality & Catering (Part- Time)

The Milton Keynes Academy  
January 2021



**THE MILTON  
KEYNES  
ACADEMY**  
*Creative  
Education  
Trust*

# Dear Colleague



**Thank you for your interest in the role of Technical Coach for Hospitality & Catering at The Milton Keynes Academy.**

The Milton Keynes Academy is a larger than average secondary school for students aged 11-18. We are based in central Milton Keynes, an area that continues to grow and thrive at a rapid rate. The Milton Keynes Academy joined Creative Education Trust in September 2018. Our network consists of eleven secondary and six primary academies. We also benefit from the support of a central team.

Our mission is to ensure that our students achieve the very highest standard they can irrespective of their starting points. We are ambitious on behalf of our students; we strive to ensure that everyone's potential is maximised. This can be summed up by our vision statement 'Opportunities for Everyone.' The golden thread that runs through everything that we do at the academy is our desire and commitment to our students and the local community.

In November 2017, Ofsted once again recognised that we are a 'good' school. The report noted many strengths including our determination to improve the life chances of the young people in our school, especially the disadvantaged pupils. However, we are not complacent and therefore work robustly with our stakeholders to further enhance our offer.

As well as providing a broad and balanced curriculum, we are committed to imbuing our students with cultural capital so that they can flourish in the wider world. We enjoy some of the best business links in the country and use these well-established partnerships to help us to develop the employability of our students. Working closely with companies such as Deloitte, Metro Bank, John Lewis and Niftylift and organisations such as the NHS, the University of Buckingham and MK College allows our students to develop the confidence and knowledge to seize opportunities. Being part of the CET family of schools, gives our students the gateway to take part in cross-Trust competitions from annual sports tournaments to Shakespeare festivals, from choirs to public speaking.

Schools within the Creative Education Trust pursue a rigorous and continuous programme of educational improvement. You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: [www.youtube.com/user/creedacad](https://www.youtube.com/user/creedacad).

We are looking for a committed, dynamic individual who believes in our mission and seeks to further enhance the provision of our young people. In turn, you will become part of a diverse staff team and will enjoy opportunities to support your development.

Our HR Team would be delighted to discuss this role with you and are available on [careers@miltonkeynesacademy.org.uk](mailto:careers@miltonkeynesacademy.org.uk) or 01908 341700. You can also find out more at [www.miltonkeynesacademy.org.uk](http://www.miltonkeynesacademy.org.uk)

I look forward to receiving your application.

Yours sincerely,

Gordon Farquhar  
Principal

**“We are looking for a committed, dynamic individual who believes in our mission”**

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST

**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

## Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



## We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



# ABOUT THE MILTON KEYNES ACADEMY



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and our statement building is light and airy with grand open spaces and ample light from the exterior with imposing views over the city of Milton Keynes. The specialist areas are exemplary, well maintained and conducive to a wide range of teaching styles and methods.

Being part of the Creative Education Trust has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

**Our on-site facilities include:**

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## **The Main Hall**

This is spacious with accommodation for up to 300 people, with projection and sound services and a remote-control panel. A demountable wall allows the adjoining dance studio to become a professionally lit stage area for performances and presentations

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## **The full-sized internal sports hall**

This provides state of the art facilities for a full range of internal team sports and also for the fitness training and gymnastics. It is used by the academy during the day and by the wider community during the evenings and weekends

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## **Pitches and astro-turf**

Our grass pitches and courts provide for all external team sports and we have excellent athletics areas matched to a broad and balanced sports curriculum. The enclosed five-a-side pitches and basketball courts are popular during games lessons and during the break and lunch social times

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## **Gym**

The gym features a wide range of modern sporting equipment, including state of the art exercise bikes and weights for use during and outside school hours, ensuring all Academy students and staff can enjoy an array of sporting facilities

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## **The Hub**

A large multi-purpose business engagement centre



To see full details of the school performance data please visit:

[https://www.compare-school-performance.service.gov.uk/school/139068/Milton Keynes-academy](https://www.compare-school-performance.service.gov.uk/school/139068/Milton%20Keynes-academy)



### **Science labs**

The science laboratories in the main academy building are equipped for a full range of science teaching in Physics, Chemistry and Biology, with excellent support from a team of professional science technicians. The recently constructed extension has provided further specialist science facilities to allow of the growth of the subject

### **Restaurant**

Our newly built restaurant with panoramic views over the play areas and sports fields provide a light and airy environment for all students to enjoy the healthy and nutritious meals and snacks prepared on site by our team of catering professionals

### **Music, Drama and Dance**

This area is very well resourced with a range of spaces including Black box drama studios – a fully equipped film and sound recording studio, practice rooms, specialist music technology spaces, and a theatre lighting bar training area

### **Art and Technology**

The creative arts and technology faculty has studios for all aspects of art, fashion, textiles, food and workshop activities. There is a laser cutter and a fully equipped facility for ceramics and print making. The materials preparation area allows students to design and make in a wide range of materials and media. There is also an integral exhibition area

### **Modern and open-plan Library**

A quiet area for independent work and reading for pleasure. It is well resourced with a wide range of materials to meet the curriculum needs and leisure interests of the whole school community (including a collection of staff CPD resources)

We aim to engender a passion for wider reading and enquiry, which will broaden our young people's knowledge and develop a love of reading. We welcome readers beginning English, through to those aspiring to University or going into employment.

The Library is open throughout the school day. A Study Club runs after school for learners to obtain support with their work.

### **Additionally we have:**

- Interactive whiteboards in every classroom
- Extensive ICT systems





### Every member of staff benefits from:

- High professional Development
- Regular training to develop your skills and knowledge
- A tailored induction programme to meet your needs

### On site

- Restaurant
- Tea/Coffee
- Gym
- Parking

### Employee Benefits

- Perk Box platform that brings employee benefits, discounts, and wellbeing and staff recognition
- Employee Assistance Scheme provided by Health Assured - unlimited access to advice, information and face to face counselling support on a range of issues including emotional, personal, legal and financial or relationship issues for yourself and those living within your household
- Bike2Work Scheme- where you can save up to 42% on the cost of bicycles and/or equipment
- Home Use Programme- you to get a licensed copy of Microsoft Office 360 to install and use on your home computer and up to six devices for free

**We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.**

Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools' benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteachers is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# Catering & Hospitality Coach

## JOB DESCRIPTION AND PERSON SPECIFICATION

### LOCATION

The Milton Keynes Academy

### CONTRACT TYPE

Part-time, Permanent

### HOURS AND WEEKS

18 Hours per week

39 weeks per year (Term-time + 1 week)

### SALARY

£18,198 - £20,903 per annum (dependent upon experience)

£7,580.90 - £8,707.74 per annum (actual, pro-rata)

### REPORTING LINES

Accountable to: Head of Art & Design

### PURPOSE

- Prepare specialist equipment and resources for lessons
- Provide foods and cooking provisions for lessons
- Support teachers and students in lessons

### ROLES AND RESPONSIBILITIES

#### Equipment and Resources

- Order equipment and resources as directed by line managers
- Prepare specialist equipment and resources for lessons
- Store equipment and resources using neat, orderly and safe systems
- Maintain equipment and resources so that they are safe, hygienic, cared for properly and provide good service

#### Teaching and Learning

- Support students in lessons so they make 'outstanding' progress
- Work in partnership with teachers to ensure lessons meet individual needs of students.
- Offer support to students to remove barriers to learning.
- Provide information and feedback to Class Teachers on the individual needs of students
- Create an 'outstanding' learning environment through developing display and teaching resources

You can find out more at:

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### General

- Support in other specialisms within the Art and Design Faculty as required
- Maintain qualifications for the safe handling of food
- Undertake practical tasks as delegated by the Principal

### Ethos

- Supervise student movement within and between Villages
- Be part of a team supervising student behaviour around the site
- Undertake any other duties as directed and appropriate to the post when required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

**The Milton Keynes Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

*The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

Category	Essential	Desirable
<b>Qualification and Training</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level or equivalent, including English and Math's</li> </ul>	<ul style="list-style-type: none"> <li>Relevant qualification in Food and Catering Subjects</li> <li>Food hygiene certificate or willingness to obtain</li> </ul>
<b>Experience / knowledge</b>	<ul style="list-style-type: none"> <li>A good level of relevant technical knowledge in specialist area</li> <li>Ability to prepare equipment and materials for lessons as requested by the teaching staff</li> <li>Effective user of ICT and other specialist equipment and resources to support learning</li> <li>Experience of working in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of classroom roles and responsibilities and the role of a Technical Coach within these</li> <li>Some knowledge of National Curriculum requirements</li> <li>Awareness of Health and Safety issues relating to equipment and materials</li> <li>Working with and maintaining tools and equipment</li> <li>Experience of ordering and maintaining stock</li> <li>Experience of supporting students in lessons</li> </ul>
<b>Expertise</b>	<ul style="list-style-type: none"> <li>Ability to identify work priorities and manage own workload within agreed parameters</li> <li>Ability to work in an organised and methodical manner</li> <li>Ability to demonstrate pro-activity and problem solving skills</li> <li>Effective verbal and written communication skills</li> <li>Word-processing skills, including the ability to produce documents with appropriate formatting</li> </ul>	<ul style="list-style-type: none"> <li>Use of a range of ICT applications, including Microsoft Office and Outlook</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Enjoy working with a variety of people</li> <li>Ability to work under own initiative and as a member of a team</li> <li>Ability to be flexible and adaptable whilst working as part of a team</li> <li>Be able to remain calm and cope well under pressure</li> <li>Be a self motivator with an ability to manage own workload to meet deadlines</li> <li>Accuracy and attention to detail</li> <li>Have a flexible approach to working hours</li> <li>Have high quality interpersonal skills</li> <li>Enthusiastic and always positive</li> <li>Willingness to participate in further training and developmental opportunities offered by the Academy, to further knowledge</li> </ul>	
<b>Suitability to work with children</b>	<ul style="list-style-type: none"> <li>Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked</li> <li>Candidates must demonstrate and understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>Candidates must demonstrate awareness/understanding of equal opportunities</li> </ul>	

**Closing Date: Midday on Wednesday 08 December**

**Interview Date: W/c 13 December 2021**

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