

# Catering Tutor

Salary: MPS/UQT Salary range subject to experience  
37.5 hours per week  
8.30am - 4.30pm Monday to Friday  
Term-time



Livability Millie College is a post-16-25+ special educational college located at Holton Lee. It is a one-of-a-kind work environment, set on a 350-acre nature reserve.

Students are supported with personalised learning programmes which build confidence and independence. As part of the college's Future Pathway provision, students develop skills through enterprise activities including animal care, horticulture, conservation and catering and retail.

## Job Purpose & Key Responsibilities

### Education and Learning

- Plan, prepare, resource and deliver a programme that equates to at least 50% of the college timetable (12 hours per week).
- Ensure an effective timetable of work-related learning activity is in place meeting the educational needs of students and participants.
- Deliver key aspects of the NOCN qualification framework.
- Assess student progress through practical and theoretical evaluations, using Evidence for Learning (EfL) to capture and record progress towards learning targets.
- Deliver a programme of study that develops skills and resilience.
- As part of the learning programme, plan and deliver a cafe service, tuck shop and retail outlet.
- Investigate opportunities outside the college for student learning and link in with the enterprise pathways model and enterprise team.
- Oversee the catering and retail provisions available at Livability Millie College and their expansion.
- Work with the education staff team to plan and prepare catering options for events, visits, tours and group visits, which support student learning.
- Build on catering activity on-site for both the public and students.

### Additional duties:

- Oversee stock control, in liaison with the Catering and Retail Technician, and manage stock ordering in line with budgets.
- Work with the Horticulture team to plan and develop seasonal menus using crops grown on-site.
- Knowledge of online systems and experience using POS software.
- Develop and maintain successful relationships with external stakeholders to expand the college's reach with businesses in the community and to support community contracts.

- Work collaboratively with the enterprise team to ensure the development and success of the catering provision.
- Ability to work autonomously and as part of a team.
- Manage support staff and volunteers during catering sessions and on-site events.
- Oversee plans for the development of the visitor-facing areas of the site.
- Flexibility to work out of hours, on weekends, evenings or school holidays where required.

### **Key Relationships**

- Millie College Education Team
- Enterprise team
- Livability Education
- Holton Lee
- Community and local community leaders
- Volunteers

## Person Specification

	Essential	Desirable	Assessment method
Qualifications and Education	<ul style="list-style-type: none"> <li>• A teaching qualification, or willingness to work towards obtaining one.</li> <li>• A relevant qualification in Catering, Hospitality Management, Retail Management, or a related field.</li> <li>• Level 3 Food Hygiene qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Membership in professional bodies related to catering and retail.</li> <li>• Higher management qualification</li> <li>• Level 4 food hygiene qualification.</li> <li>• Health &amp; Safety qualification.</li> <li>• Higher culinary skills qualification.</li> <li>• Certificate in First Aid.</li> </ul>	A, I
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Experience in assessing and moderating student work.</li> <li>• Experience in managing and leading a team.</li> <li>• Experience in teaching or training within further or higher education.</li> <li>• Knowledge of food safety management.</li> <li>• Experience in using a range of teaching methods to engage and motivate learners of varying abilities.</li> <li>• Proven track record of curriculum development and delivery in catering and retail subjects.</li> <li>• Knowledge of stock control, using online systems and POS software.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience working in the catering and retail industry.</li> <li>• Experience with online and blended learning techniques.</li> <li>• Knowledge of student feeding and a willingness to understand Dysphagia</li> <li>• Menu compilation and allergen awareness.</li> </ul>	A, I, R
Skills and competencies	<ul style="list-style-type: none"> <li>• Ability to mentor and support students in their career aspirations.</li> <li>• Ability to develop and implement innovative teaching materials and strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong knowledge of current trends, practices, and technologies in catering and retail.</li> </ul>	I

	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to create a positive and inclusive learning environment.</li> <li>• Strong organisational and time management skills.</li> </ul>		
Personal attributes	<ul style="list-style-type: none"> <li>• Commitment to ongoing professional development and learning.</li> <li>• Flexibility and adaptability in a dynamic educational environment.</li> <li>• Strong ethical and professional standards.</li> <li>• Ability to work collaboratively with colleagues and external partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for participating in college activities and community engagement.</li> <li>• Passion for teaching and a genuine interest in helping students succeed.</li> </ul>	I, R
Additional requirements	<ul style="list-style-type: none"> <li>• A satisfactory enhanced DBS check.</li> <li>• Willingness to participate in extracurricular activities and college events.</li> <li>• Commitment to Millie College's values and mission.</li> </ul>		