

Recruitment Pack

Training Chef at Horizon Campus SEN learners



Fancy being our Training Chef?

Thank you for your interest in this exciting and rewarding opportunity. We're thrilled to welcome a passionate, skilled, and enthusiastic individual to join our team in a role that truly transforms lives.

As our Chef, you'll lead the training kitchen at Horizon Campus, working with young people aged 16 and over who have additional special needs. **This is more than a culinary role**, it's a chance to inspire, mentor, and equip learners with the skills they need to thrive in the hospitality and catering industry.

We're looking for someone who is:

- Experienced in the food industry and passionate about culinary arts
- Committed to inclusive education and supporting learners with special needs
- Organised, creative, and confident in managing a professional kitchen
- Excited to mentor young people and help them build real-world skills

You'll oversee all aspects of the kitchen, from sourcing local ingredients and managing stock to delivering qualifications and guiding learners through hands-on cooking experiences. The kitchen is linked to a local community café, giving learners the opportunity to cook for a real audience and gain valuable hospitality experience

If you're someone who believes in the power of food to educate, empower, and connect, and you're ready to bring your expertise to a role that makes a lasting impact—we'd love to hear from you.

This is a term-time, permanent position offering £27,237 - £29,300 (NJC Scale 5 depending on skills and abilities)

We offer a fantastic benefits package, including a generous pension scheme with 19.01% employer contributions.

For more information, or to arrange a visit to the school, please contact the People and Culture team at people.team@westleaschool.co.uk



Paul Quinn



Renee Flourentzou



Melanie Bignold



About the school

Based in the borough of Enfield, we provide education to children and young adults with special educational needs and disabilities, from the ages of 4 to 25. We pride ourselves on creating an inclusive environment where everyone feels welcome.

Our four campuses – Meridian, Haselbury, Learning for Life and Horizon – serve more than 500 learners and are home to 230 employees.

We're a strong community that works together with the common goal of helping each other to flourish. Our learners leave confident and able to progress onto further education and work.

We're a disability confident employer that's Investors in People accredited, with firmly held values placed at our core.

THE SCHOOL AT A GLANCE

- There has been a school at Haselbury Road since 1938, which turned into a special school in 1970.
- In 2014, there were 80 learners on a single site. We've grown a lot since then.
- We cater for students with a range of complex special educational needs and disabilities.
- We've expanded rapidly in response to increased demand across the borough of Enfield.
- Throughout their journey, learners develop vital life and work skills, as well as achieve academically.
- Our provision includes the Attendance Support Service (ASU), Home Tuition Service and a post 16 programme that enables learners to go to a local college.
- Our Travel Training Programme enables learners to travel confidently and independently.
- We actively prepare learners for adulthood and the workplace. This is key to what makes us special.
- Learners gain work experience with local employers and through our partnerships with the Enterprise Cooperative Trust (ECT) and Learning for Life Charity (LFLC).
- Our Supported Internship Programme gives young people aged 16 to 25 an opportunity to work. 80% of our interns get jobs and 90% retain them.
- We're a founder member of the Enterprise Cooperative Trust.

Our why, what and how

In September 2021, we developed our strategic framework. It's a simple image of a school with a roof, four pillars and foundations.

It helps us describe why we exist, what we're here to do and how we're going to do it. Think of it as a roadmap that guides our decisions and keeps us on the right path.

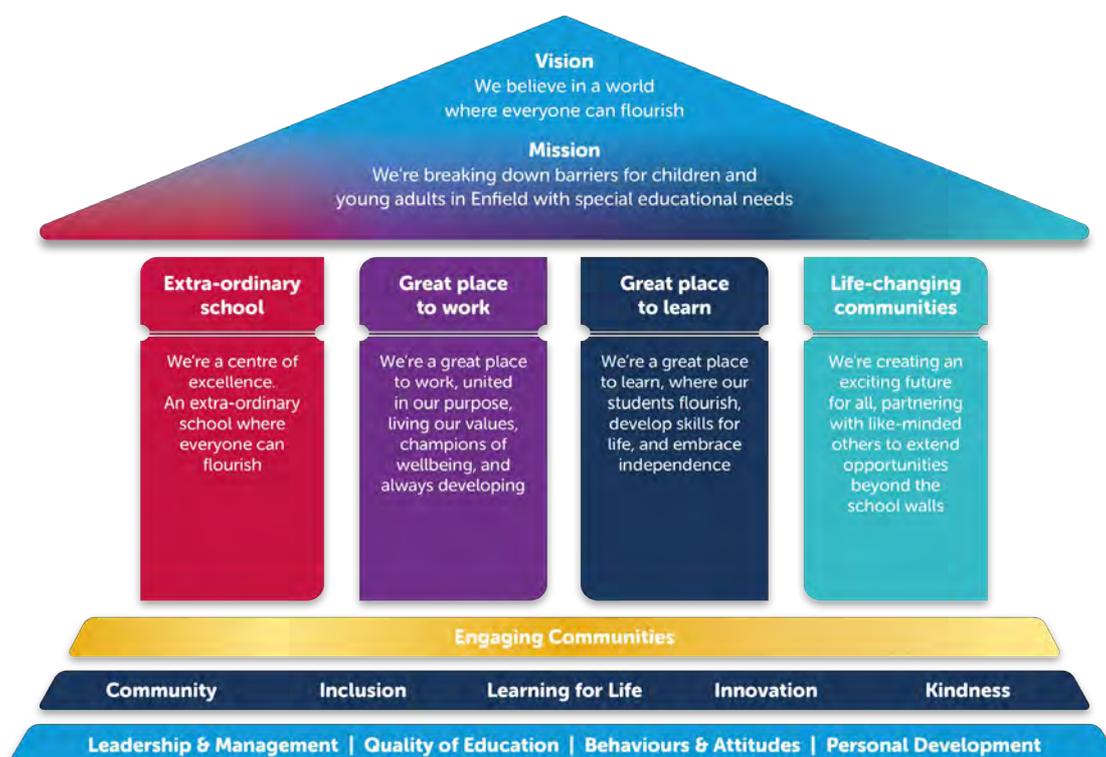
It's a useful model that frames our long-term, high-level school development plan, which we'll be working on for many years to come.

Our vision, mission and values inspire and unite us. Our vision statement explains why we exist; it's our guiding star and something we aspire to. It unites the school with the organisations in our wider family: the Enterprise Cooperative Trust (ECT) and Learning for Life Charity (LFLC).

Our mission statement describes the 'business' we're in and what we're focused on doing today and every day. It reminds us of who we serve and what we do in pursuit of our vision.

The average person spends more than 99,000 hours of their life at work. We believe that a good life is one where you spend this time doing something fulfilling and making a real difference to people's lives. That's what we're all about.

It feels great knowing that what we do each day is helping our people, learners and families to flourish.



Vision, mission and values

Our vision, mission and values guide, inspire and unite us.

OUR VISION

We believe in a world where everyone can flourish.

OUR MISSION

We're breaking down barriers for children and young adults in Enfield with special educational needs.

OUR VALUES

Learning for Life

We help learners succeed beyond the classroom. They develop skills, confidence and independence ready for adulthood, further education and work.

Community

We're one big family uniting together so everyone can flourish. We enable learners to make a difference in the local community.

Inclusion

We ensure everyone is welcome, feels they belong, and opportunities are open to all. We teach, inspire and support learners to be inclusive and value differences.

Innovation

We help learners to reach for the stars and overcome obstacles. We challenge everyone to be creative and break down barriers.

Kindness

We make kindness our default setting. We teach learners to be kind and compassionate to themselves and others. We role model this behaviour every day.

community
kindness
learning for life
innovation inclusion

One school, four campuses

Our campuses have a shared purpose, and we work together towards common goals.

Regardless of job title, location, or team, everyone has an important role to play in helping each other and our learners to flourish.

The 'golden thread' that runs between the campuses is that we help learners to build independence and confidence as they journey through the school.



MERIDIAN CAMPUS

Catering for primary aged children, Meridian is based at two architecturally different sites: one a church, and the other a modern, purpose-built school. Learners start their journey by 'Taking Off!'



HASELBURY CAMPUS

Haselbury is home to Key Stage 3 learners aged from 11 to 14, who are based on one site. We welcome students from Meridian and other local schools. Haselbury learners are 'Flying High!'



LEARNING FOR LIFE CAMPUS

Spread across two sites, Learning for Life caters for Key Stage 4 students aged 14 to 16. Here, learners are 'Soaring!' and gain independence, attending college and work experience.



HORIZON CAMPUS

Horizon Sixth is home to our post 16 learners (Key Stage 5) and our Supported Internship Programme. Spread across three sites, there really is 'No Limits!' to what our young people achieve, with many going on to further education or employment.



AN OUTSTANDING SCHOOL

Ofsted inspected in May 2023 and said we continue to be an outstanding school.

Our extended family

An outward looking and 'extra' ordinary school, we partner with likeminded people and organisations across and beyond the borough.



Our partners include the Enterprise Cooperative Trust and Learning for Life Charity. These organisations are part of the West Lea family.

We created the trust and charity to extend our reach beyond the traditional classroom. Whilst our curriculum includes life, social and work skills, through ECT and LFLC we provide more opportunity for our learners and others across Enfield.

ENTERPRISE COOPERATIVE TRUST (ECT)

A not-for-profit foundation cooperative, the ECT launched in June 2022.

The trust includes organisations from education, the charity sector, community interest groups, business and local government. We've come together to address key problems in the Enfield borough.

We aim to raise standards in local schools and create life-changing opportunities for young people. Being a member of the trust enables us to look at education in a different and collaborative way.

We're looking to make an impact in four key areas:



THE LEARNING FOR LIFE CHARITY (LFLC)

LFLC is a registered charity and ECT partner. Founded in 2014, it aims to build upon the school's life and work curriculum.

To mark its tenth birthday in December 2024, the charity's trustees refocused its vision, mission and values.

LFLC provides disabled and disadvantaged young people in Enfield with life-changing chances to work. This includes borough-wide work experience and workplace support.

LFLC brings its values of inclusion, inspiration and innovation to life through its two charity shops, numerous social enterprise projects, and Access to Work funded job coaches for early careers employees.



**Learning for
Life Charity**

Chef - About the role

PURPOSE OF THE ROLE

You will be responsible for managing and maintaining a professional training kitchen, teaching learners the essential skills needed to succeed in the food and catering industry. By operating the kitchen as a functional workspace, you will help learners, primarily aged 16–25 with special educational needs, develop the practical knowledge and confidence required for employment in hospitality. You will uphold high standards of food hygiene, safety, and cleanliness, while also supporting learners in developing independence and life skills through hands-on cooking lessons.

There will be the opportunity for you to explore, giving learners the opportunity to plan menus, prepare dishes, and serve food to real customers, providing invaluable real-world experience.

KEY RELATIONSHIPS

You will work closely with school staff and learners. You'll also liaise with suppliers and external professionals to ensure compliance with dietary, health and safety, and allergen requirements. You will be lined managed by the campus leaders. You will be the only professional chef on the team.

There will be the opportunities to work across the school to support class teachers and children at all campuses also.

WHO IT WOULD SUIT?

You will:

- Have experience working with children with special educational needs and/or disabilities
- Be energetic, enthusiastic and have a 'can do' attitude
- Be friendly, professional, and an excellent communicator
- Thrive on creating engaging, inclusive lessons
- Be passionate about supporting learners to reach their full potential
- Have a strong understanding of alternative or therapeutic interventions
- Be innovative in creating a stimulating outdoor and indoor PE learning environment
- Be willing to undergo teacher training if not already QTS qualified
- Want a meaningful role that helps shape young lives through physical activity and holistic education

PAY AND BENEFITS

This is a term-time, permanent position offering £27,237 - £29,300 (NJC Scale 5 depending on skills and abilities)

We have a fantastic benefits package including:

- Generous pension scheme with 19.01% employer contributions.
- Supportive learning culture with funded continuous professional development (CPD)
- Paid membership of a professional body (if applicable)
- Professional networking opportunities
- Employee Assistance Programme (EAP)
- Free onsite parking
- Opportunity to make your mark in a highly rewarding and meaningful organisation

Job description

PRINCIPLE RESPONSIBILITIES

To provide high-quality, engaging cooking lesson/experiences that support the wellbeing, independence, and development of learners. Your main focus of work will be with learners aged 16-25 with special educational needs, but it will also be with younger learners from other campuses. You will teach and guide students in preparing and cooking meals, ensuring a positive and inclusive learning experience for all.

TEACHING AND LEARNING

- Plan, prepare, and deliver cooking lessons that are fun, educational, and focus on sensory experiences.
- Maintain high standards of hygiene and cleanliness in the teaching kitchen.
- Ensure compliance with food safety, allergen, and health regulations.
- Order and manage stock effectively to minimise waste and maintain kitchen efficiency.
- Support the wider school team in delivering a holistic educational experience.
- Carry out daily checks and complete relevant food safety documentation.

LEARNER AND STAFF SUPPORT

- Provide a calm and respectful presence in the teaching kitchen.
- Be responsive to learner needs and support where appropriate during lessons.
- Liaise with school staff and external professionals around dietary needs or allergies.
- Contribute to a positive culture around food and healthy eating across the school.

COLLABORATION AND DEVELOPMENT

- Work as part of a team to support school events, themed days, or celebrations involving food.
- Maintain good communication with the Facilities Manager and contribute ideas for improving food education.
- Support opportunities for learners to engage with food preparation or cooking, where appropriate.

- Demonstrate flexibility and a positive, proactive attitude in day-to-day tasks.

KEY SKILLS AND QUALIFICATIONS

You must have:

- Proven experience working as a chef or cook, ideally in an education, healthcare, or special needs setting but not essential.
- Knowledge of food hygiene regulations and safe catering practices (e.g., Level 2 or 3 Food Safety Certificate).
- Understanding of allergies, dietary restrictions, and safe food preparation methods.
- Good organisational and time management skills.
- Strong communication and teamwork skills.
- A commitment to inclusion, equality, and safeguarding practices.
- A positive attitude and passion for providing meals that make a difference.

This role includes overseeing all aspects of the kitchen, such as managing stock, sourcing local ingredients, and ensuring the smooth delivery of the relevant qualifications for learners. The successful candidate will also support and guide what we deliver across our school, ensuring we are preparing all learners gain the knowledge they need for future careers in the food industry.

Person specification

The specification is to guide candidates and managers during the recruitment process.

Qualifications	Essential	Desirable
Educated to degree level (or equivalent) with GCSE English and maths (minimum grade 4 or grade C)	✓	
Professional qualification in business admin or similar (e.g. secretarial skills)		✓
Experience	Essential	Desirable
At least 2 years' experience as an executive or senior admin assistant to one or more senior leaders in a fast-paced environment <ul style="list-style-type: none"> Delivering an exceptional admin and support service for busy leaders, including diary management, minute taking, agenda setting, and event management Communicating and influencing others using a range of media, including writing emails and creating slide decks and briefing packs 	✓	
Experience working with a governing board or board of charity trustees		✓
Key competencies	Essential	Desirable
Build relationships. Create partnerships, build trust, share ideas, and accomplish work	✓	
Develop people. Help others become more effective through strengths, expectations and coaching	✓	
Lead change. Embrace change and set goals that align with a stated vision	✓	
Inspire others. Encourage others through positivity, vision, confidence, challenges and recognition	✓	
Think critically. Gather and evaluate information that leads to smart decisions	✓	
Communicate clearly. Share information regularly and concisely	✓	
Create accountability. Hold yourself and your team responsible for performance	✓	

Application process

To apply for the role, please review our application pack and complete the form at the following link <https://www.eteach.com/careers/westleaschool-co/>

For more information, or to arrange a visit to the school, please contact the People and Culture team at people.team@westleaschool.co.uk

Application deadline	5pm 27th June 2025
Interviews to be held	Week beginning 30th June 2025
Start date	September 2025
Salary	£27,237 - £29,300 (NJC Scale 5 depending on skills and abilities)
Contract type	Term-time, permanent.

We're committed to safeguarding and promoting the welfare of children and young people. If you're successful, we will complete a full Disclosure and Barring Service (DBS) check and will require proof of ID, medical clearance and the right to work in the UK.



community
kindness
learning for life
innovation **inclusion**