



Sarum Hall School

## Head of Food Studio Job Description

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.**

Summary of the role
Lead the Food Studio (opened April 2018), to include a range of high quality academic and co-curricular lessons, develop opportunities for revenue generating cookery courses and to raise the profile of this new cookery school.
Line management responsibility for
Food Studio Technician
Main duties and responsibilities:
<p><b><u>General</u></b></p> <ul style="list-style-type: none"><li>• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact, with particular regard to e-safety policy and practice.</li><li>• Read the Staff Handbook and all relevant school policies.</li><li>• In addition to the following, you may also be required to undertake such other comparable duties as the Headmistress requires from time to time.</li></ul> <p><b><u>Teaching</u></b></p> <ul style="list-style-type: none"><li>• Plan lessons that reflect the curriculum with clear aims and outcomes with differentiation to enable all pupils to make progress in line with their potential.</li><li>• Teach effectively in a style which reflects the School's policies, objectives and ethos.</li><li>• Liaise with subject specialists/curriculum coordinators to maximise the effectiveness and continuity of the teaching.</li><li>• Assess record and report on pupils' attainment and progress at frequent intervals during the year according to departmental policies, and keep records of these.</li><li>• Carry out tests and assessments in line with School policy. Provide results for the Academic Director and Headmistress.</li><li>• Use assessment for learning effectively to inform teaching and planning.</li><li>• Use the information from above to plan lessons.</li><li>• Mark work frequently and instructively according to the department's policies.</li></ul>



Sarum Hall School

## Head of Food Studio Job Description

- Maintain an attractive and stimulating learning environment for pupils that celebrates their work and achievement.
- Be aware of the varied needs and abilities of the children and reflect these both in the planning and the implementation of the curriculum.
- Be familiar with and support any IEPs of children if appropriate.
- Liaise closely with LDD/SENCO on any issues concerning your pupils.

### **Food Studio Role**

- Responsibility for the teaching and learning of pupils in Food Preparation & Nutrition or practical Cookery.
- Design and deliver academic, co-curricular and revenue generating courses as required.
- Responsible for the smooth operation and day to day running of the Food Studio to include provision of ingredients, compliance with food hygiene legislation, maintenance of hygiene standards and the co-ordination and management of all necessary teaching and support staff.
- Liaise with internal and external organisations, e.g. Environmental Health Department, advertising agencies as appropriate.
- Ensure all stakeholders (pupils, parents, staff, prospective parents) understand what is on offer.
- Responsibility for the online marketing of the Food Studio, to include maintaining the website, intranet and updating social media as relevant.
- Responsibility for the Healthy Schools accreditation, working across the whole school, including the catering team, to achieve this.
- Responsibility for seeking and coordinating outreach programme opportunities in the wider community, in collaboration with the Headmistress and Bursar.

### **Holiday Courses**

- Planning, organisation & delivery of holiday cookery courses with the possibility of additional payment to supplement income at a negotiated rate.

### **Other Professional Responsibilities**

- Provide progress reports and information to parents via school reports, assessments, parents' evenings and individual meetings. Maintain professional, appropriate and relevant communications with parents.
- Cover short-term absences of colleagues as requested.



Sarum Hall School

## Head of Food Studio Job Description

- Prepare work for supply/cover teachers in the event of a planned absence.
- Cover duties such as early morning, playtime, lunch time and after-school duties, on a pro-rata basis.
- Attend and contribute to SLT, Curriculum and Staff meetings as required.
- Communicate effectively with the Senior Leadership Team (Head, Deputy, Bursar, Academic Director, Head of Pre-Prep), staff, parents and pupils.
- Attend INSET sessions.
- Keep abreast of best practice and developments in teaching and regulations related to food matters by attending courses and reading relevant journals. Disseminate relevant information to staff on courses attended and current initiatives.
- Develop and run/coordinate afterschool clubs.
- Accept responsibility for discipline and behaviour throughout the School.
- Participate in arrangements to appraise performance.
- Ensure that Health and Safety at Work regulations are adhered to both personally and on behalf of the School.
- Update the risk assessment for the Food Studio on a regular basis.
- Administer first aid if necessary.
- If working with an assistant, supervise, liaise with, motivate and assess them so that their time is used profitably and to good effect, ensuring that they are clear about their duties and responsibilities.

### **Pastoral Duties**

- Always treat the pupils in an encouraging and positive way.
- Be aware of a child's home circumstances and always apply diplomacy and a positive approach in dealings with parents.
- Observe and be aware of children who may have social, physical or learning disabilities and alert the LDD/SEN SENCO and the Headmistress.
- Create a warm, caring environment in which children can grow socially, emotionally and intellectually.

### **Administrative Duties**

- Maintain a register of attendance using SIMS at each session marked in accordance with necessary guidelines.



Sarum Hall School

## Head of Food Studio Job Description

- Distribute letters, bulletins, etc. as appropriate.
- Prepare medium-term planning and weekly plans and keep the long term plan up-to-date
- Plan and organise outings of relevance to the topic or the children's needs in accordance with School procedures in liaison with the Deputy Head.
- Participate in administrative and organisational tasks related to the duties detailed above.



Sarum Hall School

## Head of Food Studio

### Person specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received.</i></p> <ul style="list-style-type: none"> <li>Food &amp; Nutrition qualification</li> <li>Food Hygiene qualification</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that they <b>should ideally have</b> received.</i></p> <ul style="list-style-type: none"> <li>Teaching qualification</li> <li>Teaching experience</li> <li>Leiths accreditation</li> <li>Recent safeguarding training</li> <li>First aid qualifications</li> <li>Postgraduate training</li> </ul>	<p>Production of the Applicant's certificates</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role.</i></p> <ul style="list-style-type: none"> <li>Food preparation and cookery teaching</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role.</i></p> <ul style="list-style-type: none"> <li>Primary school teaching experience (EY, KS1, KS2)</li> <li>Experience of working in an IAPS school</li> </ul>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>Ability to communicate with and relate to adults and young children including parents and colleagues</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>Willingness to "go the extra mile"</li> <li>Willingness to embrace new ideas</li> </ul>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>



Sarum Hall School

## Head of Food Studio Job Description

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
	<ul style="list-style-type: none"> <li>• Ability to motivate, inspire and teach pupils of different abilities and backgrounds</li> <li>• Patience</li> <li>• Good time management</li> <li>• IT literacy</li> <li>• Good organisation</li> </ul>		
Knowledge	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of current educational issues</li> <li>• Knowledge of up to date research and thinking in education</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• Knowledge of innovative teaching methods</li> </ul>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people.</i></p> <ul style="list-style-type: none"> <li>• A genuine interest in teaching and learning</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people, colleagues and parents</li> <li>• Emotional resilience</li> <li>• Strong interpersonal and communication skills</li> <li>• Possess high professional standards and integrity</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• Ability to stand back and view potentially difficult situations with a sense of detachment in order to be able to reach subjective decisions</li> <li>• To enjoy working in team</li> </ul>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>