



Job Description

Catering Tutor - Instructor Scale SCP 18-23 +SEN

The purpose of the role

As Catering Tutor you will take the lead role in the coordination, development and delivery of activities, campaigns, events and programmes aimed at increasing and supporting vocational participation and student engagement in the college kitchen and cafe. You will work with a wide variety of organisations and establish appropriate networks to ensure safe and effective provision at a range of settings.

Your focus will be on planning and delivering a well-constructed and well-planned catering curriculum that helps students develop personal and vocational skills. Your goal will be to engage pupils in a variety of activities that connect students with the world of work.

In order to support and develop sustainability within the college, a key role will be the development of support staff to support the delivery of sessions and promote opportunities for students to take part in vocational activities and related accredited qualifications. You will provide effective supervision, mentoring and support to staff, coaches and volunteers as required in order to maintain efficiency in the development and delivery of activity programmes. You will also assist with the identification of training needs.

Marketing and promotion is important, and you will be expected to assist with the development and implementation of marketing and promotional plans. You will ensure the take up of opportunities is equitable at all levels, and is accessed by traditionally under-represented groups, by ensuring activities and programmes are marketed and promoted appropriately. You will also be expected to attend and/or make presentations to committees, working groups and other public and community meetings and events as required.

You will lead, or assist as appropriate, with the development and implementation of administrative systems and procedures associated with the various schemes in order to ensure safety, effectiveness, efficiency and value for money.

It is expected that you will work with all relevant internal and external agencies, and individuals to create a clear, flexible plan to govern the development of projects related to the development of the college kitchen and cafe, as well as wider college developments, and monitor progress against objectives.

You will be responsible for monitoring expenditure and income associated with your area of responsibility and will maintain awareness of potential external and internal sources funding to support the development and delivery of engagement activities.

Monitoring student progress will be key to ensuring that impact and quality can be demonstrated, and that performance indicators are met. The evidencing and tracking of progress will be your responsibility, and you will undertake/assist in the preparation of reports as appropriate. You must ensure that accurate records of participation and performance in engagement programmes are maintained and progress reports are prepared as required.

Key Areas

- Safe, effective and enjoyable programmes of vocational activity are developed and delivered to meet students and the wider college needs
- Individuals and groups access appropriate catering sessions on a weekly and ongoing basis (including after college and, on occasions, weekends)
- Participation in vocational activity increases across the college for key population and target groups
- Student progress and personal development is tracked and progress is evidenced over time
- Students achieve relevant certification and accreditation
- Effective partnership working takes place to meet joint priorities with appropriate delivery

Responsible to: Senior Leadership Team

Employee Supervision: Support Staff