The Leys

Job Description

Role Title:	**Cooking Activity Leader**
Location:	**The Leys School**
Responsible to:	**Deputy Head (Wider Curriculum)**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose of the role

The role

- To provide interesting, enjoyable and practical cookery skills sessions to pupils

Main duties and responsibilities

- To plan and run structured cooking activities for pupils, on time and with the agreed resources and budget;
- To ensure that the activity within each session offers progressive development towards defined goals

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.

- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.

- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.

- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).

- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).

- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.

- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.

- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.

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- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.

- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.

- To work flexibly as necessary to meet the needs of the role and the School.

- To undertake any other reasonable associated request from the Head/Bursar, or other senior member of SMT as appropriate.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

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Person Specification	Essential	Desirable	Method of Assessment
Qualifications	Level 2 or higher Professional Cookery certificate or equivalent Level 2 or equivalent Food Hygiene certificate	BA Hons Food Technology/Nutrition or equivalent Paediatric First Aid certificate	Application form
Experience	Experience working with children in an educational or out of school setting (either as an employee or as a volunteer)	Previous experience teaching in a school environment, either at secondary or primary level	Application form & Interview
Skills	Ability to motivate and manage a group of pupils Strong organisational and planning skills Effective communication and interpersonal skills Calm and reliable	Good IT skills	Application form & interview
Knowledge	Ability to demonstrate to and support pupils in practical food preparation and cooking skills Good understanding of safeguarding requirements Able to provide suitable & safe learning opportunities for pupils within agreed risk assessment		Application form & interview