

Job Title:	Teacher
Hours of Work :	Full-time - 40 hours per week (mainly 9am–5pm Monday–Friday with up to two weekday evening shifts (6pm–10pm) and occasional Saturdays)
Reporting To:	Culinary School Director

Main Purpose of the Job

Teachers will teach in practical classes of up to 16 students and demonstration classes. They will also perform support roles such as assistant teacher and dem prep.

Key working relationships within School:

Teaching Team, Education Services Team, Business Development & Events Executive, Admissions & Recruitment Manager, Leiths List Manager, Storeroom Assistant, Head of Facilities and Procurement, KP's

Main Responsibilities:

Daily Teaching – *Either as lead or assistant teacher according to the rota*

- **Class preparation**
 - Know the recipes and skills
 - Know why each recipe is being taught
 - Understand how the skill fits into the Diploma
 - Have considered a time plan and equipment list.
- **Student information**
 - Know any issues connected to the students you will teach in each session (*i.e. Allergies, barriers to learning, health issues, personal problems*).
- **Team communication**
 - Share all relevant information from your demonstrations
 - Share student issues with Senior Teachers and Culinary School Director as necessary
 - Contribute information to ILPs
- **Teach** students following the guidance and direction of 'Leiths Teaching Policy' document.
- **Working as a team**
 - Work collaboratively as a group to ensure the day runs smoothly and work is shared evenly

Demonstrations - *Demonstrations should showcase the highest possible standard of cooking and information*

- Plan demonstrations according to direction from the Culinary School Director
- Plan according to agreed deadlines and budgets
- Provide dem prep information.

- Ensure quality of dem prep – give guidance or help where required
- Feed back to the Culinary School Director after the demonstration where necessary
- Follow the guidance and direction of ‘Leiths Teaching Policy’ document

Demonstration Prep

- Prepare in advance – request information from demmer in good time and seek guidance on instructions or any unfamiliar recipes
- Organise your time carefully, alerting the team as early as possible if you will require help to finish on time
- Arrange all prep trays as directed

Examples of additional tasks that may be part of the working day:

- Marking theory papers or other coursework
- Conducting interviews for potential students
- Entering student marks
- Ordering equipment or uniform
- Welcoming students to the building
- Helping with the student work experience programme
- Filming skills videos for the School or Partner Schools
- Recipe writing and testing
- Supporting Partner School functions
- Supporting corporate events

General:

- Attend Leiths Open House or other promotional events as required
- Respond in person, by telephone or email to staff, students, visitors in a professional and customer focused manner
- Provide a courteous and knowledgeable point of contact for people both within and outside Leiths responding in person, by telephone or email to staff, students and visitors
- Comply with all relevant School policies and procedures including Health and Safety, Child Protection and personal online profiles

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to here.

This position requires a Disclosure and Barring Service (DBS) check, which will reveal any unspent convictions. A criminal record may not necessarily be a bar to employment, as any decision will be treated on its merits and individual circumstances subject to Leiths’ overriding obligation to protect the students in its charge and the safety of Leiths’ staff.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within Leiths which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Person Specification

	Essential	Desirable
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<p>Skills & Knowledge</p>	<ul style="list-style-type: none"> • Excellent culinary skills • Confident in public speaking and being filmed producing culinary content • Ability to demonstrate and deliver practical culinary teaching to a high standard 	<ul style="list-style-type: none"> • Cookery demonstration experience • Knowledge of varied world cuisines • Knowledge of/training in teaching students with additional needs • Recipe writing and creative content • Food Safety and H&S
<p>Relevant Experience</p>	<ul style="list-style-type: none"> • Minimum of 2 years culinary/food industry experience 	<ul style="list-style-type: none"> • Managing staff/student development and progress
<p>Education, Qualifications and Training</p>	<ul style="list-style-type: none"> • Culinary qualification equivalent to Leiths Diploma or equivalent industry experience 	<ul style="list-style-type: none"> • Teaching qualification
<p>Values and personal attributes</p>	<ul style="list-style-type: none"> • Good communication skills, both written and verbal • Team player with can-do attitude • Good organizational skills, including time-management • Ability to work under pressure • Demonstrates empathy in dealing with students • Approachable and friendly 	<ul style="list-style-type: none"> • Creativity, developing new ideas

