

The Head of Food and Nutrition at Mayfield School is expected to work closely with the Deputy Head and Director of Studies to promote an holistic approach to education: supporting the education of the whole individual, in line with the educational philosophy of Cornelia Connelly and the Society of the Holy Child Jesus, as well as being an enthusiastic proponent of education for girls. The Head of Food and Nutrition should also work closely with the Head of Catering. In addition to the general expectations of a classroom teacher, the Head of Food and Nutrition will have the following responsibilities:

### Direction and Development

- Review and develop the curriculum to ensure a dynamic and innovative educational provision, working closely with the Head of Catering, when required.
- Lead by example: inspiring and motivating colleagues so that they feel fully supported whilst still being accountable for their performance.
- Develop and implement subject-specific policies and practices which ensure the continuing progress and enthusiasm of the girls.
- Hold weekly Departmental Meetings, which focus on teaching and learning, minutes of which must be forwarded to the Director of Studies.
- Complete an annual performance evaluation document to include reflection on examination results (where appropriate) and extra-curricular contribution, as well as formulating aims and objectives for the Department during the coming year. These should have coherence and relevance to the needs of the girls and to the aims and strategic plans of the Food and Nutrition Department and the School.
- Analyse and interpret a range of relevant assessment data to inform day to day teaching, target setting and strategic development.
- Promote the profile of the Department within the School and beyond, eg involvement in outreach projects with feeder schools.
- Work constructively with colleagues in other departments and boarding houses to facilitate cross-curricular initiatives and sharing of good practice; recognising links and building on common skills.
- Keep up to date with key subject developments in terms of both content and assessment and share this information with colleagues.

### Department Management

- Establish and maintain a positive learning environment through regular monitoring and evaluation of colleagues by lesson observation in line with the School appraisal policy. In addition, a scrutiny of pupils' work, and teachers' planning and marking should take place once a term.
- Set clear expectations about professional conduct amongst Department staff, ensuring effective delegation of responsibilities and tasks.
- Produce and review the Food and Nutrition Departmental handbook.
- Appraise staff in line with School policy, putting in place development targets and in particular ensuring that all staff engage in continuous professional development with appropriate opportunities offered for additional training and support.
- Oversee the involvement of members of the Department in the School's extra-curricular programme, ensuring that appropriate extra-curricular activities are taking place which support and enrich the learning within the Department and the wider life of the School, in addition to departmental revision sessions and clinics.
- In conjunction with SMT, ensure that appropriate arrangements are in place to induct new staff to the Department and that trainees and NQTs are monitored, supported and assessed.

## Head of Food and Nutrition Job Specification

- Support departmental colleagues in the consistent use of pupil sanctions and awards policies.
- Ensure that the Department has appropriate internal structures to promote positive behaviour in the classroom and manage routine disciplinary matters internally, in line with Department policy and practice.
- Attend Heads of Department meetings and feedback to Department staff.
- Assist in the recruitment of departmental staff.

### Teaching and Learning

- Lead by example by modelling innovation and excellent practice.
- Ensure that schemes of work provide for a curriculum which challenges, engages and informs; ensuring that it is accessible to all pupils as appropriate.
- Monitor pupil progress and intervene where necessary, by offering support and communicating with the girl concerned, her Tutor, relevant Head of School, Director of Studies and parents.
- Provide guidance and training for colleagues on effective teaching and learning methods.
- Work closely with the Gifted and Talented Co-ordinator, the Head of Learning Support and Head of ESOL to provide opportunities to challenge the most able and support weaker members of School.
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are updated regularly.

### Deployment of Staff and Resources

- Establish staffing and resource needs, providing the Director of Organisation with information as required.
- Facilitate the use of ICT, for learning and administration.
- Prepare and submit the annual budget request and monitor and manage spending throughout the financial year.
- Keep an accurate record of accounts and billing for the girls on a termly basis.
- Maintain and store departmental resources in good order and organise them in a way that provides ready access to colleagues.
- Plan for, organise and oversee the work of technician support staff.
- Order ingredients for lessons and activities, liaising directly with suppliers when required.

### Academic Administration

- Review student GCSE & Sixth form subject choices to ensure suitability.
- Plan and organise internal examinations.
- Manage external examination entries in conjunction with the Examinations Officer.
- Attend GCSE Results Day and provide advice to pupils and parents as required.
- Co-ordinate and moderate controlled assessment / practical requirements within the Department.
- Oversee and monitor Department tracking and reports to ensure accuracy of material.

*It should be noted that the above list of duties is not necessarily an exhaustive statement of the final responsibilities of the post. It is intended to give an overall view of the position and should be taken as guidance only. The post holder may be required to undertake any other reasonable task requested by the Headmistress and which are in accordance with the usual practice of a Catholic Independent Boarding and Day School.*