



Post:	Cafe TAAR
Grade:	Scale 3 – Point 5
Working hours:	32.5 hours per week 09:00 – 15:30 Term time only

Paddock School

To Nurture, Inspire and Transform Lives

Executive Headteacher: **Sarah Santos**

Job Description – SEN Cafe TAAR

Purpose of job

Responsible for maintaining the school café as a working classroom that supports pupils to undertake meaningful and constructive work experience. To manage the day-to-day running of the cafe with support from the lead teacher, including preparation of foods, preparation and maintenance of resources and support for volunteers, staff, and pupils.

Main Responsibilities

1. Support for pupils

- To maintain good practice as a café lead assistant helping plan and prepare an environment which is attractive and safe and actively promotes access to learning and achievement
- To support pupils to generalise skills learned in other settings such as keeping themselves safe, using a work system, interacting with familiar and unfamiliar adults and children, using money, building skills in using initiative in a familiar setting
- To be conversant with Paddock School aspirations and their implementation throughout the school as appropriate to the pupil's needs.
- To follow teaching approaches such as structured teaching which make the most effective use of time and adult expertise and enable pupils to be engaged as much as possible in active learning, always promoting independence.
- To be proactive in organising, storing, and maintaining all equipment, including arranging servicing for small equipment on a regular schedule.
- To ensure that all monies are accounted for with cash stored in accordance with best practice
- To use cashless systems confidently to benefit pupils and customers
- To comply with all relevant Health and Safety and food hygiene standards and legislation, including deep cleans of the food technology room, café, and café equipment
- To follow specialist structures to support pupils to prepare food for the café, including preparation of the food technology environment with personalised work systems and ensuring hygiene standards are met to ensure the pupils to develop their food technology skills.
- To use specialist teaching methods to support pupils to clear away after their session including washing up, putting items away
- To develop pupils' social skills by encouraging teamwork

- To support pupils to understand and manage the importance of maintaining a clean uniform by using the washing machine regularly with appropriate support.
- Support pupils with their personal needs, and implement appropriate aspects of pupils' personal programs, which may include social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Value and promote the inclusion and acceptance of all pupils

2. Support for the Teacher

- Liaise with the teacher accountable for work experience to ensure café experiences are accessible, meaningful, and successful
- Ensure that the café is clean and hazard free, reporting defects on Parago
- To support pupils to gain external qualifications / accreditations by gathering specified evidence of pupil achievement and support pupils to maintain their portfolio to demonstrate they have met success criteria ready for internal and external moderation and verification
- Observe and give detailed feedback on pupil progress and achievements to the teacher as agreed
- Undertake pupil record keeping as requested on the Evidence for Learning App or other system
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate and working with the teacher to problem solve so the environment and work supports the pupil to remain regulated
- Provide basic clerical and administrative support e.g., photocopying, typing, filing, collecting money etc.

3. Support for the curriculum

- Support pupils to understand instructions using visual support, seeking advice from a multi-disciplinary team as needed
- Supporting pupils in using basic ICT (Information and Communication Technology) (Information and Communication Technology) as directed both on the till and recording their own learning and achievements
- Ensure that stock (including food and other consumables) is ordered, stored, and rotated appropriately, and sufficient stock is always available
- To develop initiatives in liaison with a teacher to enhance the reputation of Paddock in the community such as selling merchandise created by the pupils.

4. Support for the School

- To maintain a safe and clean environment maintaining the extremely high standards required for an outstanding food hygiene certificate
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required including planning with other staff to ensure that café remains an integral part of the school curriculum
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school as necessary
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To be fully aware of the principles of safeguarding as they apply to children and vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

PERSON SPECIFICATION

Qualifications
<ul style="list-style-type: none"> • Good numeracy and literacy skills • Basic IT skills • Willingness to participate in development and training opportunities • Food hygiene certificate to at least level 2
Experience
<ul style="list-style-type: none"> • Working with or caring for children of relevant age
Knowledge and Skills
<ul style="list-style-type: none"> • Friendly and welcoming to customers in the café • Flexible and willing to adapt to situations as necessary • Use initiative and problem solve to prioritise workload • An understanding of ASD (Autistic Spectrum Disorder) specific teaching strategies such as PECS (Picture Exchange Communication System), Structured Teaching, Zones of Regulation etc. • An understanding of school accreditation programs for pupils • An ability to follow basic recipes and adapt them so that pupils can access them • Basic knowledge of first aid • Use basic technology – till, computer, video, photocopier etc. • Ability to relate well to children and to adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • An understanding of the school's equal opportunities policy and how it is implemented • An understanding of the school's safeguarding culture and how to raise concerns • Ability to work under pressure • Ability to adhere to the Paddock school values

April 2022