



Olive Academies

# Associate Tutor – Catering Lead

OA-Tunbridge Wells

- £31,537 - £33,699
- Local Government Pension Scheme
- OA benefits package

To arrange an informal discussion or to visit the academy, please phone 01892 357375

[Apply now](#)

*Olive Academies is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. To this end, both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role. We particularly welcome applications from under-represented groups.*

# About OA-Tunbridge Wells

Based in the Kent borough of Tunbridge Wells, our academy specialises in alternative provision and special educational needs, supporting up to 52 pupils for whom traditional teaching methods have not worked. Students join us following permanent exclusion from a mainstream school or due to medical needs, or social, emotional and mental health needs, that prevent them from attending a mainstream setting.

Our mission is to provide our pupils with creative, nurturing and inspiring opportunities which re-engage them in learning. By providing a safe and engaging environment, we endeavour to remove barriers and promote the opportunity for students to excel and reach their full potential. We provide a broad and ambitious curriculum, catered to the needs of each individual, delivering the knowledge and skills that our pupils need to succeed in education and beyond. The fundamental principles of our curriculum are:

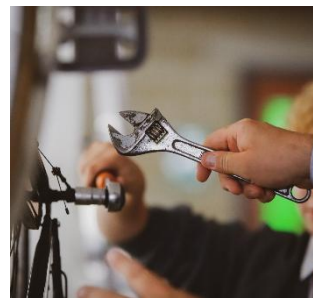
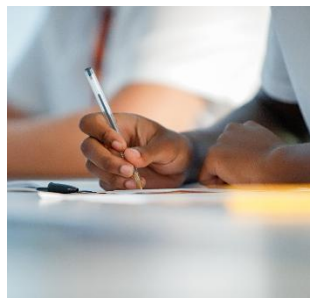
- Giving students real-world experiences.
- Creating a pathway to post 16 education, employment or training.
- Delivering outstanding learning and teaching.
- Offering rigorous and high-quality critique and feedback of students' work.
- Developing dynamic leadership – including staff and student leadership.
- Maintaining a culture of respect.

Working in alternative provision can be challenging but with it comes great rewards. This is your chance to improve the education, and lives, of some of the most vulnerable children and young people in London.

If you have the experience and enthusiasm to make a lasting difference to the students we support, we would love to hear from you.

Thank you for your interest.

**Tony Machin**  
Executive Headteacher  
OA-Havering and OA-Tunbridge Wells



"Olive Academies is far removed from any mainstream setting. It allows for a **contemporary approach** to teaching and **supporting the individual** and diverse needs of young people."

"I like the fact that **leaders are open-minded** and always **happy to listen.**"

"Working at Olive Academies is such a **rewarding opportunity**, supporting students with complex needs and **making a difference** in their lives where lots of people have given up on them."

"This is such a **special and unique** place to work."

"I love the **flexibility** that comes with working here. You can **tailor the curriculum** to suit the needs of each student. The young people we support experience many obstacles in their life and it is such a good feeling seeing students overcome these to **succeed in their learning.**"

# Job description

**We are looking for an experienced Associate Tutor – Catering Lead who will:**

- ***Be responsible for delivering the BTEC Catering Qualification***
- ***Cater for the Breakfast Club and school lunches***
- ***Maintain a working kitchen in line with health and safety requirements***
- ***Work closely with teachers, the Senior Leadership Team, outside agencies and parents/carers to help improve the learning, progress, and behaviour of students***
- ***Work to high professional standards embodying the core Olive values***
- ***Inspire our students and share a genuine passion for learning***
- ***Be committed to tackling disadvantage and improving every student's wellbeing and life chances***
- ***Demonstrate expertise, knowledge, and skills in understanding the needs of alternative provision students***
- ***Share our determination to develop and deliver a broader curriculum for our students***
- ***Work closely with colleagues to produce high-quality learning resources and plan learning activities***
- ***Use student data to inform classroom practice and planning***
- ***Assess and give students regular feedback in line with the OA marking and feedback policy***
- ***Fulfil wider professional responsibilities***
- ***Facilitate good progress and positive outcomes - inspire, motivate, and challenge students***
- ***Lead on classes/groups in the kitchen and work under direction from other staff in the classroom to maximise impact on learning where required***
- ***Set expectations and maintain a positive and safe learning environment***
- ***Use the 'Dare to be Olive' approach to ensure high expectations for behaviour***
- ***Act on child protection concerns immediately; read, understand, and implement OA's safeguarding policy and procedures, and Keeping Children Safe in Education***
- ***Coach a group of students, mentoring them through their time at the academy***
- ***Be a role model for our students, showing leadership, resilience, and empathy***
- ***Work with parents, carers, local schools, and outside agencies to ensure each student's needs are best met***
- ***Support the trust's values and ethos by contributing to the development and implementation of policies, practices, and procedures***
- ***Work closely with our headteacher, our staff, parents/carers and our students to deliver our strategic vision and help make our ambitious plans for the academy a reality***
- ***Oversee the efficient allocation of resources to deliver value for money while maintaining high-quality***

The duties listed above are neither exclusive nor exhaustive and the post holder may be required by the headteacher to carry out appropriate duties within the context of the job, skills and grade.

# Person Specification

Measurements: A = Application, I = Interview, R = Reference, T = Task

## Qualifications and Training

Level 2 Mathematics and English or equivalent	A	Essential
A-levels or equivalent	A	Desirable
Evidence of CPD that enhances classroom practice	A	Desirable

## Experience

Experience of working in a school or college setting supporting the learning of young people	A, I	Essential
Effective and systematic behaviour management – experience of using de-escalation techniques in a school setting; experience of maintaining clear boundaries and using sanctions, praise, and rewards	A, I	Essential
Experience of supporting all aspects of inclusion to successfully meet the needs of pupils with complex special educational, social, and emotional needs	A, I	Essential
Experience of working collaboratively with others	A, I	Essential

## Knowledge

An understanding of disadvantage and working in challenging environments	A, T, I	Essential
An understanding of a range of special needs, especially SEMH, ASD, ADHD and SpLD	A, T, I	Desirable

## Skills and Abilities

Ability to support students with literacy and numeracy	A, T, I	Essential
Excellent interpersonal and communication skills, and the ability to form strong relationships with all stakeholder groups (pupils, parents and carers, colleagues, external agencies, wider community etc.)	A, T, I, R	Essential
Ability to reflect and self-evaluate	A, I, R	Essential
Knowledge of standard English	A, I	Desirable

## Personal Aptitude

Personal and professional resilience in the face of challenging situations	A, I, R	Essential
Self-motivated, productive, diligent, and thorough	A, I, R	Essential
Commitment to your personal and professional development and that of all staff	A, I	Essential
Empathy with the needs of children	A, T, I	Essential
Commitment to the safeguarding of vulnerable young people	I	Essential
A personal commitment to promoting inclusion, diversity, and access	A, I	Essential
Excellent communication skills in a variety of media to a range of audiences, including students, parents/carers, colleagues, external agencies, and the wider school community	A, I	Essential
A commitment to the vision, values, aims, and objectives of Olive Academies	A, I	Essential

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# **Transform young lives with Olive Academies Trust**

Thank you for your interest in working with Olive Academies.  
We look forward to receiving your application.

[Find out more and apply.](#)

   [oliveacademies.co.uk](https://oliveacademies.co.uk)