HORIZONS ACADEMY BEXLEY

CANDIDATE PACK

Vocational Teacher - Hospitality and Applied Vocational Studies



Start date:
ASAP

Location:
Lensbury Way
Abbey Wood
London
SE2 9TA

LONDON SOUTH EAST ACADEMIES TRUST

HORIZONS ACADEMY BEXLEY

About Us

Horizons Academy Bexley, every decision that we make is made with the best interests of the child in mind and focused on ensuring that all of our children and young people have the best possible experience whilst attending the school.

We do this by creating a positive learning environment, where each pupil feels safe and happy to contribute to the wider school community. We ensure that all pupils that attend Horizons Academy receive support to achieve their goals, whether that be towards positive outcomes at the end of Key stage 4 and successful transition into Year 12 or an opportunity to be re-integrated back into a mainstream or specialist setting.



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About the Trust



Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website: LSEAT.co.uk

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Values and vision

We CARE

As a staff team, we live our values everyday. We show that we CARE because we will: Commit to supporting you no matter what, Adapt to meet your needs, Respect every person's background, culture and perspective and Encourage you to be a confident learner.

You CARE

We believe in working together to make our school a positive and safe place. We will help you to be: Cooperative with us and others to build a happy, supportive school community, Accountable for your actions, decisions and efforts, Resilient so you can face the challenges that will keep you moving forward and Empowered to learn, to lead, to speak up and to succeed.

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Job Description

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Job title: Vocational Teacher - Hospitality and Applied Vocational Studies

Salary: MPS/UPS on the Outer London Teacher Payscale (dependent on experience)

Contractual Hours: 37 hours per week

Contractual Weeks: 39 weeks per year

Position Status: Maternity Cover

MAIN PURPOSE OF THE JOB:

- To plan and deliver high-quality vocational teaching and learning across Key Stages 3 and 4, specialising primarily in Hospitality, whilst contributing to the delivery of the wider vocational curriculum.
- To enable pupils to develop practical, theoretical and transferable skills through engaging vocational learning experiences, leading to the successful completion of accredited qualifications and supporting progression into further education, training and employment.
- The post holder will take responsibility for the effective planning, assessment, tracking and recording of pupil achievement, ensuring that all vocational programmes meet awarding-body requirements and the school's expectations for quality assurance. In addition, the post holder will undertake pastoral responsibilities, developing positive relationships with pupils and supporting their academic, social and emotional development.



We offer a bespoke CPD programme throughout the year and have a strong track record of developing and upskilling staff at all levels.

This role would particularly suit candidates with experience in secondary schools or Alternative Provision settings who are confident supporting young people who may have experienced barriers to learning or difficulties in mainstream education.

This is an excellent opportunity for professionals who enjoy working collaboratively within a supportive and ambitious team and who are committed to helping young people develop resilience, confidence, and positive engagement with education.

We are particularly keen to hear from candidates who have experience in building strong relationships with pupils, supporting behaviour and engagement, and contributing to personalised approaches that help students succeed within an Alternative Provision environment.

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Job Description

Key Responsibilities

Teaching and Learning



- Plan, prepare and deliver engaging, differentiated and appropriately challenging lessons across Key Stages 3 and 4.
- Deliver the identified vocational qualifications, primarily within Hospitality, including Home Cooking, Hospitality and Tourism, and Health and Social Care (or agreed alternative).
- Develop pupils' practical skills, theoretical knowledge and understanding of vocational subject areas.
- Create stimulating and purposeful learning environments that reflect vocational and industry expectations.
- Use a range of teaching strategies to engage, motivate and support pupils with differing abilities, learning needs and starting points.
- Adapt teaching approaches and resources to meet individual pupil needs and promote positive learning outcomes.
- Embed literacy, numeracy, communication, teamwork, problem-solving and employability skills within vocational teaching.
- Promote high standards of presentation, professionalism, independence and personal responsibility.
- Monitor, evaluate and report on pupil progress, identifying appropriate interventions where necessary.

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Vocational Assessment, Accreditation and Quality Assurance

- Plan and deliver vocational programmes in accordance with the relevant awarding-body specifications and qualification requirements.
- Develop and maintain appropriate assessment plans, schemes of work and assessment materials.
- Set, assess and provide constructive feedback on vocational assignments and practical assessments.
- Ensure that pupils understand assessment criteria, submission requirements and the standards expected to achieve their qualifications.
- Maintain accurate and up-to-date assessment records, tracking pupil progress and achievement against qualification criteria.
- Ensure that assessment decisions are valid, reliable, authentic, current and sufficient, in accordance with awarding-body requirements.
- Participate in internal verification and standardisation activities, ensuring consistency and accuracy of assessment decisions.
- Maintain appropriate assessment evidence and portfolios in preparation for internal and external quality assurance activities.
- Ensure that all assessment and accreditation deadlines are met.
- Keep up to date with changes to qualification specifications, assessment requirements and awarding-body guidance.
- Work collaboratively with the Head of Vocational and colleagues to maintain high standards of vocational delivery and accreditation.

Curriculum Development and Team Contribution

- Contribute to the development, review and improvement of the school's vocational curriculum.
- Work collaboratively within the extensive Vocational Team to share good practice, resources and expertise.
- Support the development of engaging vocational learning opportunities that reflect current industry expectations.

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- Contribute to the development of schemes of work, curriculum planning and assessment frameworks.
- Identify opportunities to enrich the curriculum through practical activities, enterprise opportunities, employer engagement and relevant visits.
- Support the development of pupils' understanding of vocational pathways, careers and progression opportunities.
- Contribute positively to departmental meetings, quality assurance activities and whole-school initiatives.
- Maintain appropriate knowledge of developments within the hospitality and wider vocational sectors.

Pastoral Responsibilities and Pupil Support

- Act as a tutor, leading a tutor group and deliver PSHE lessons, with responsibility for supporting the wellbeing and personal development of pupils in the group, maintaining regular communication with parents/carers and working with colleagues to address pupils' needs.
- Undertake allocated pastoral responsibilities, providing guidance, encouragement and support to pupils.
- Develop positive, respectful and professional relationships with pupils, promoting trust, consistency and positive engagement.
- Support pupils' social, emotional and personal development, recognising individual needs and circumstances.
- Promote positive behaviour, attendance, engagement and readiness to learn.
- Maintain high expectations and consistent boundaries, using appropriate strategies to support pupils in overcoming barriers to learning.
- ·Contribute to pupil support plans, progress reviews and relevant pastoral documentation.
- Communicate effectively with parents/carers and colleagues where appropriate to support pupil progress and wellbeing.
- Identify and report safeguarding, welfare and other concerns promptly in accordance with school procedures.
- Contribute to creating a safe, inclusive and supportive learning environment in which pupils feel valued and able to succeed.

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Health, Safety and Professional Responsibilities

- Ensure that vocational teaching environments, particularly practical food preparation and kitchen facilities, are maintained to a safe and appropriate standard.
- Follow relevant food hygiene, food safety, health and safety procedures and risk assessments.
- ·Ensure pupils are taught safe working practices and understand the importance of hygiene, personal presentation and professional conduct.
- Maintain appropriate records relating to practical activities, risk assessments and the safe use of equipment.
- Ensure that all teaching, assessment and pastoral records are completed accurately and within required timescales.
- Uphold the school's policies and procedures, including safeguarding, behaviour, equality, diversity and inclusion.
- Participate in staff meetings, professional development, training and performance management activities.
- Maintain professional boundaries and demonstrate integrity, resilience and a commitment to continuous improvement.
- Undertake other reasonable duties appropriate to the role, as directed by the Headteacher or Head of Vocational.

General requirements

- Demonstrate an unequivocal commitment to safeguarding and promoting the welfare of children and young people.
- Promote equality, diversity and inclusion, ensuring all pupils have opportunities to participate, progress and achieve.
- Demonstrate a commitment to the school's ethos, values and expectations.
- Work positively and collaboratively with colleagues, parents/carers and external professionals.
- Maintain confidentiality and uphold professional standards at all times.
- Demonstrate a commitment to their own professional development and the continued improvement of vocational education.
- Demonstrate a flexible approach by providing occasional lesson cover as required, supporting continuity of learning and maintaining a positive, purposeful learning environment.

This job description is not intended to be exhaustive. It may be reviewed and amended in consultation with the post holder to reflect the changing needs and priorities of the school.

General Requirements

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time

What We Offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential
- Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Free out of hours access to Horizon Academy's onsite gym
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Qualifications and Training	Essential	Desirable
A relevant vocational qualification or professional qualification in Hospitality, Catering, Food Preparation or a related subject, or demonstrable equivalent industry experience.	x	
GCSE English and Mathematics at Grade 4/C or equivalent Level 2 qualifications.	x	
Qualified Teacher Status (QTS), or a recognised teaching/training qualification.		x
Relevant assessor or internal quality assurance qualifications.		x
Vocational Knowledge and Experience		
Sound subject knowledge and practical experience within Hospitality, Catering or a related vocational sector.	x	
Experience or demonstrable ability to deliver practical and theoretical vocational learning.	x	
Knowledge of vocational qualifications and their assessment requirements.	x	
Experience delivering BTEC qualifications, particularly at Levels 1 and 2.		x
Experience delivering Home Cooking, Hospitality and Tourism, or Health and Social Care qualifications.		x
Recent relevant industry experience.		x

Teaching, Assessment and Accreditation		
Experience of planning and delivering structured learning activities.	X	
Experience of assessing learners' work and providing constructive feedback.	X	
Understanding of assessment processes, evidence requirements and maintaining accurate assessment records.	X	
Ability to plan and organise learning programmes to meet qualification requirements.	X	
Experience of internal verification, standardisation and quality assurance processes.		X
Previous experience working with BTEC awarding bodies and preparing for external quality assurance.		X
Experience of developing vocational schemes of work and assessment plans.		X
Skills and Abilities		
Ability to motivate, engage and inspire pupils.	X	
Excellent communication and interpersonal skills.	X	
Strong organisational and time-management skills.	X	

Ability to differentiate learning and adapt teaching to meet individual needs.	X	
Competent in using ICT and digital systems to support teaching, learning and assessment.	X	
Ability to work independently and as part of a team.	X	
Experience of developing innovative vocational resources.		X
Ability to establish links with employers and industry partners.		X
Experience of organising vocational enrichment activities, enterprise projects or educational visits.		X
Pastoral and Behaviour Support		
A commitment to supporting pupils' academic, social and emotional development.	X	
Ability to build positive relationships with young people whilst maintaining appropriate professional boundaries.	X	
Ability to promote positive behaviour, engagement and consistent expectations.	X	
An understanding of safeguarding responsibilities and the importance of pupil welfare.	X	

Experience of undertaking tutor or pastoral responsibilities.		x
Experience of supporting pupils with social, emotional and behavioural needs.		x
Experience of working within a specialist or alternative provision setting.		x
Personal Qualities		
High levels of personal and professional integrity.	x	
A positive, flexible and resilient approach. Enthusiasm and passion for vocational education.	x	
Commitment to inclusion and enabling all pupils to achieve.	x	
A strong team ethos and willingness to contribute to the wider work of the Vocational Team.	x	
A commitment to developing links with the wider vocational and hospitality industry.		x
Enthusiasm for contributing to enrichment activities and wider school opportunities.		x
An understanding of safeguarding responsibilities and the importance of pupil welfare.		x

Evidence of ongoing professional development and a willingness to undertake further training.		x

Evidence of suitability

- Candidates should be able to demonstrate their suitability through:
- Relevant qualifications and professional experience.
- Examples of effective vocational teaching, instruction or training.
- Evidence of successful assessment and learner achievement.
- Knowledge of vocational awarding-body requirements.
- Examples of effective pastoral support and positive relationships with young people.
- Evidence of effective teamwork, organisation and professional development.

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How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page here.



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