

A bit about us and our ethos:

Pathways Education Limited was born out of the **Leo Lion Foundation**, founded by **Larry Sullivan** in 2021.

The Foundation seeks to change the way the world thinks and acts on poverty, disability and injustice. Utilising the profits of businesses they help disadvantaged people throughout the world achieve a better quality of life by providing a "hand up" rather than a "hand out".

Their aim is to use their innovative approach to positively impact society and influence other individuals and businesses to consider how they think and act to improve society.

With this aim, they continuously invest in their own and partner's projects to fulfil this mission. Their core belief is that with any excess or privilege (economic, intellectual or physical) comes a responsibility to help others.

Pathways Education Limited: We are dedicated to creating an enriching, learner centred, purposeful learning environment where every individual feels valued, respected, and motivated. Our mission is to empower children and young adults by helping them discover their unique talents and passions, providing them with the confidence and emotional well-being necessary to achieve a sense of purpose.

Through our Alternative Provision we aim to offer a diverse range of vocational and creative programmes, including Music Studio, Forest School, Catering & Hospitality, Customer Service, Engineering, Horticulture, and Animal Handling, among others.

Our holistic approach to education helps learners build a foundation of healthy habits and informed choices, equipping them with essential life skills to manage stress, stay active, and maintain well-being throughout their lives.

The need: We believe that alternative provisions are vital in the education ecosystem because they offer tailored support for students who struggle in mainstream schools, addressing the needs of vulnerable learners, including those with special educational needs, mental health challenges, or difficult life circumstances. By providing individualised learning, practical vocational pathways, and a holistic focus on emotional well-being and life skills, our programmes help students regain confidence, stay engaged, and prepare for life beyond school.

Purpose of the role: Join the Pathways Education Limited senior leadership team and lead the development and delivery of high-quality, innovative education programmes tailored to students who thrive outside mainstream settings. This involves creating a nurturing, inclusive environment, managing a diverse team, and building partnerships to ensure each learner's holistic development, well-being, and success. The role is central to driving the organisation's mission to reimagine education and expand our alternative provision both regionally and nationally.

Job Title: Catering and Vocational Skills Manager – Alternative Provision Café

Location: Hindhead, Surrey

Reports to: Head of Alternative Provision

Salary: Competitive, dependent on experience + benefits (including TPS for those with QTS)

Job Type: Full-Time, Permanent

Job Overview:

Pathways Education Limited is seeking an experienced and passionate Catering and Vocational Skills Manager to lead the operations of our unique Alternative Provision café. This role combines hands-on business management with the opportunity to deliver vocational training in a real-world setting. Open 52 weeks a year, our café offers ongoing services even during school holidays, presenting an opportunity for paid student employment during these periods. As Catering Manager, you will oversee the café's day-to-day operations, including business administration, budgeting, inventory, staff management, learner management, curriculum development and delivery, and safeguarding responsibilities.

You will also be a key driver of our mission to demonstrate best practices in inclusive employment, creating a working environment that serves as a model for other businesses.

Key Responsibilities:

- **Business Management**
 - Oversee the café's daily operations, ensuring a smooth, efficient, and customer-friendly environment.
 - Manage the café budget, set financial targets, track expenses, and report on performance metrics.
 - Develop strategies to increase revenue, streamline processes, and improve service quality.
 - Ensure the café complies with health, safety, and food hygiene standards.
 - Maintain the café's operation 52 weeks a year, coordinating resources and staffing to ensure it remains open during school holidays.
- **Stock and Inventory Management**
 - Manage stock levels, ordering supplies as needed to maintain an efficient kitchen and café.
 - Develop and maintain relationships with suppliers, negotiating pricing and ensuring high-quality ingredients.
 - Monitor waste and implement strategies to minimize it, keeping the café sustainable and cost-effective.
- **Curriculum Development and Delivery**
 - Design and implement a hands-on curriculum for students working in the café, aligned with industry standards.
 - Deliver training and industry-specific qualifications (e.g., food safety, customer service, barista skills).

- Provide students with practical skills in food preparation, service, hygiene, and customer interaction.
- Assess students' progress and provide feedback to support their growth and development.
- **Staff and Student Employment Management**
 - Supervise and mentor a team of staff, including teaching assistants/job coaches, café staff, and volunteers.
 - Coordinate schedules, assign duties, and foster a collaborative, supportive work environment.
 - Offer paid work opportunities to students during school holidays, where appropriate, supporting their development of real-world work experience and financial independence.
 - Promote the café as an example of inclusive employment practices, creating a supportive environment where individuals of all backgrounds and abilities can thrive.
- **Safeguarding and Student Well-being**
 - Take full responsibility for safeguarding on-site, ensuring a safe and secure environment for all students and staff.
 - Implement and uphold all safeguarding policies, reporting any concerns and incidents promptly in line with organizational procedures.
 - Act as a key point of contact for safeguarding, working with relevant authorities as needed to support the welfare of students.
- **Student Mentorship and Supported Employment**
 - Act as a positive role model, promoting a strong work ethic, professionalism, and resilience.
 - Commit to principles of supported employment by fostering individualised learning and career pathways.
 - Encourage each student to set achievable goals and gain skills that will support their future independence and employability.
 - Create an inclusive environment, enabling students from diverse backgrounds and abilities to thrive.

Essential Qualifications and Skills:

- Proven experience in catering management, preferably within an educational or vocational training setting.
- Strong knowledge of food service, stock management, budgeting, and customer service.
- Relevant qualifications in catering, food safety, and/or hospitality management.
- Experience in developing and delivering training programs or industry qualifications.
- A comprehensive understanding of safeguarding practices, with experience implementing safeguarding policies.

- Exceptional communication and interpersonal skills, with a passion for mentoring young people.
- Ability to work collaboratively with educators, staff, and external partners.
- A commitment to inclusivity, with the sensitivity to support students with diverse needs and backgrounds.

Desirable Qualifications:

- Experience in an Alternative Provision or similar educational environment.
- Certification in teaching, vocational training, or assessor qualifications.
- Knowledge of SEN (Special Educational Needs) and experience supporting vulnerable learners.

What We Offer:

- A unique opportunity to shape the lives of young people and provide them with real-world experience.
- A collaborative, supportive work environment where staff development is valued.
- Opportunities for professional growth and additional training.
- Competitive salary with a comprehensive benefits package.

Equal Opportunity Statement:

We are committed to fostering an inclusive environment where diversity is valued, and everyone is treated with respect. We welcome applications from all sections of the community and will consider adjustments to support candidates with disabilities. Pathways Education Ltd is committed to safeguarding and inclusive practice. All job offers will be subject to successful enhanced DBS checks, ID and reference checks.

How to Apply:

Please submit the following three documents to hr@pathways-ed.org:

1. Completed application form, including full employment history.
2. Covering letter, no more than two sides, exploring four key areas:
 - a. Personal motivation: Why you are passionate about alternative provision?
 - b. Vision for alternative provision: A brief overview of how you would approach creating an innovative, trauma-informed, and inclusive learning environment.
 - c. Leadership and safeguarding experience: Key highlights of your leadership in similar settings.
 - d. Values alignment: How your personal values align with our organisation's mission and vision for inclusive education.
3. Video recording: We would like you to submit a short video (max two minutes) introducing you and your vision this setting of our alternative provision.

For further information, please contact our CEO, Claire Cookson: claire.cookson@pathways-ed.org or book an appointment [here](#).

Application Deadline: Friday 6th December 2024. First round interviews week commencing 9th December 2024.