

## Application for Cato Centre Manager

### Specific information regarding the role

The applicant appointed to the role of the Cato Centre Manager will:

- teach Food Technology to students in Years 7-10
- teach VET Hospitality to senior students
- lead and manage the Cato Centre – our Food Technology teaching hub
- support the organisation of catering for College events

### General information for application

Kingswood College is a co-educational Kindergarten to Year 12 College and has been educating young men and women for more than 131 years. Our bold vision is to be a world class school, where our students' potential soars because we nurture and challenge them to know themselves and achieve their personal best as global citizens.

Kingswood College's model for learning emphasises broad, holistic, student-centred learning for the mind, heart, body and spirit, based on our core values of respect, integrity, compassion and responsibility. Implementation of the LATTICE framework provides a holistic, innovative, collaborative, and engaging structure through which learning programs are reviewed, renewed, or reimagined.

In 2021 Kingswood College launched our new Strategic Plan: Towards 2025 and you can download a copy [here](#).

We are seeking a teacher of Food Technology, who possesses the qualifications to teach VET Hospitality and the experience to manage the Cato Centre – our home of Food Technology.

Applicants are free to structure applications in any manner they choose, but should ensure that the following are included in **one single pdf**:

- A letter of application.
- A current CV which includes a summary of experience and qualifications, and demonstrates capacity and experience.
- The names, contact details, including email address, of three professional referees who can provide information regarding the applicant in relation to the key selection criteria.

Applications close at **noon** on **Monday 29 November** and should be emailed to Elisabeth Lenders Principal at [principal@kingswoodcollege.vic.edu.au](mailto:principal@kingswoodcollege.vic.edu.au)

The commencement date for this important role is January 2022.

We look forward to receiving your application.

Elisabeth Lenders  
Principal  
Kingswood College

## Position Description – Cato Centre Manager

The Cato Centre Manager will:

- teach Food Technology to students in Years 7-10
- teach VET Hospitality to senior students
- lead and manage the Cato Centre – our Food Technology teaching hub
- support the organisation of catering for College events

### Specific Information regarding the VET Program

Kingswood College has formed a partnership with William Angliss Institute and together we deliver the SIT20213 Certificate II in Hospitality (Food and Beverage) as VCE VET Units 1 and 2 as well as SIT20312 Certificate II in Kitchen Operations. VCE VET Units 3 and 4 are also delivered with selected units of competency from Certificate III in Hospitality (Food and Beverage).

This VET in schools program provides a scored VET subject within the VCE framework.

All units will be delivered at Kingswood College and assessed by William Angliss Institute by way of their Virtual Campus. Kingswood College also has a prized industry partnership (although this has been limited for the last two years due to COVID-19), linked to the Work Placement component of the course for Units 1-4. It will be experienced either in term time or in the holidays depending on the student's progress within the course.

The units are taught with an emphasis on the practical application of the units. Students develop their preparation, cooking, serving and organisational skills while attending functions held at Kingswood College throughout the year. Some of these are done outside school hours.

### Requirements for all teaching positions

Teachers at Kingswood College are expected to demonstrate their competence in relation to the AITSL standards, to live out the College core values, and display the following.

#### 1. High Quality Teaching Practice

Demonstrated through:

- High quality teaching skills which support student learning.
- Carefully planned learning programs which fully extend all students with a variety of ability levels.
- Catering for the learning needs of EAL students in mainstream classes.
- Regular feedback and assessment regarding student progress, which is shared with students and parents.
- Confidence in the use of learning technologies appropriate to the specific subject area, and generally in the use of Learning Management Systems.

#### 2. Curriculum Development

Demonstrated through:

- Reviewing, delivering and refining a varied, sequential and rigorous Year 7-12 curriculum.
- The ability to contribute to and implement curriculum initiatives as part of collaborative teams.
- The capacity to reflect critically upon professional practice and develop strategies to improve the quality of teaching and student learning.

#### 3. Relationships with Students, Staff and Parents

Demonstrated through:

- Fostering a positive and supportive classroom climate which enhances student

- growth and confidence.
- High level communication and interpersonal skills shown when relating to students, parents and colleagues.
- Care for the holistic development of each student, and the capacity to recognise and adapt to the individual needs of students.

#### **4. Contribution to the Whole School**

Demonstrated through:

- Supporting change which responds to emerging educational needs and priorities.
- An active contribution to a broad range of school activities, including co-curricular programs.
- Active engagement in professional development and all required meetings, including Learning Progress Discussions.

### **Specific Requirements for the Cato Centre Manager**

The Cato Centre Manager will:

#### **Organisation and Administration**

- Guide the efficient and smooth running of the Cato Centre.
- Work effectively with colleagues (including members of the Executive Team), to plan and coordinate catering for College events.
- Provide catering for selected College events (note that flexibility in working hours is associated with this requirement).
- Submit and manage the budget for the Cato Centre, including food and other teaching resources, and catering and equipment costs.
- Submit accurate and timely food orders.

#### **Food Hygiene and Safety**

- Ensure correct food handling and hygiene practices are followed.
- Develop and manage (i) menus for events, and (ii) food technology experiences for students, to cater for food allergies and intolerances.

#### **Occupational Health and Safety**

- Maintain a safe and clean working environment, and comply with other health, safety and wellbeing guidelines, and other College policies and procedures.
- Comply with industry-standard occupational, health and safety policy and procedures, including the wearing of appropriate clothing and footwear, and ensure that others in the Cato Centre are also compliant.
- Ensure the safe handling and storage of equipment and ensure that it is well maintained, in good repair and used correctly.

#### **Responsible to**

- Discoveries Precinct Leader
- Deputy Principal
- Principal

Kingswood College reserves the right to modify position descriptions as required. Staff will be consulted in any such process.

## Selection of Candidates

### *Minimum Qualifications*

Applicants must

- Be registered as a teacher with VIT (which can only be gained with appropriate teaching qualifications).
- Hold a Certificate IV in Training and Assessment.
- Hold current first aid qualifications (including anaphylaxis management) or possess the ability to gain such qualifications.
- Be eligible to work in Australia.

### *Selection criteria*

Applicants should provide evidence of their experience/capacity regarding their:

- Passion for working with children; to develop their learning skills and social confidence and be willing to work as part of a positive and supportive team to achieve the College's aims and goals.
- Experience and subject matter expertise in the Hospitality Industry generally, and in teaching Food Technology and VET Hospitality.
- Ability to apply this knowledge both practically and theoretically in an educational context, to support the planning, delivery and assessment of an educational program
- Highly developed organisational skills.

Kingswood College is committed to child safety. We have zero tolerance of child abuse, and we implement appropriate recruitment and vetting practices. VIT Registration and Reference Checks will be completed as part of the employment process.

Kingswood College is an authorised International Baccalaureate (IB) World School for the Primary Years Programme (PYP) committed to supporting the mission of the IB.