



POMPALLIER CATHOLIC COLLEGE

JOB DESCRIPTION

JOB TITLE

TIC Hospitality

1 MMA

RESPONSIBLE TO

The Principal and HOL Technology

INTERNAL RELATIONSHIPS WITH

Principal and SLT

HOL Technology

Food & Nutrition staff

ROLE

- To accept a commitment to support the purpose and special character of the college as outlined in “The Character of a Catholic School”.
- To support and seek to implement the goals, objectives and school policies contained in the college’s Charter.
- Lead and manage the Hospitality department, ensuring the delivery of a high-quality, engaging curriculum in line with the New Zealand Curriculum (NZC) and national qualifications (e.g., NCEA).
- Overall accountability and control resides with the HOL Technology.

RESPONSIBILITIES

1. Develop and implement lessons that cover both practical skills (e.g., cooking, service, event planning) and theoretical knowledge (e.g., food safety, hospitality management, customer service).
2. Foster a supportive, student-centered learning environment where students are encouraged to explore their creativity and develop industry-relevant skills.
3. Teach Hospitality to students from Years 7-13, ensuring that lessons cater to different learning needs and abilities. Hospitality Years 11-13 / Food and Nutrition Years 7-10.
4. Manage and maintain Hospitality facilities, ensuring that equipment, supplies, and resources are available and in good condition, while adhering to all health and safety regulations.
5. Monitor student progress and provide regular feedback to students, parents, and guardians regarding their academic and practical achievements.
6. Oversee the ordering of materials and resources required for the Hospitality curriculum, within allocated budgets.
7. Oversee organisation of practicals so lessons run smoothly, including appropriate planning with affected staff.
8. Participate in school-wide events, professional development opportunities, and contribute to the broader school community.
9. Foster and maintain relationships with local hospitality businesses and the wider community to provide students with real-world learning opportunities and industry insights.

10. Organise Level 2 & Level 3 practical courses at NorthTec to further develop student skills, whilst liaising closely with staff.
11. Liaise with various tertiary Hospitality institutions throughout the country and organise visits from tutors etc to open pathway opportunities for students.
12. Support the Kitchen Technician in her support role.

CONDITIONS OF EMPLOYMENT

1. Conditions of employment as contained in the current Secondary Teachers' Collective Employment Contract and its amendments will apply.
2. Designated non-contact time will be as per the college's Timetabling Policy.

Signature :

Date :

Printed Name :