# Job Description Header

**Department: School of Services Industries and Business**

**Job Title: Chef Lecturer**

**Reporting to: Avenue Manager and Catering skills lead**

**1. Purpose of the Role:**

To have responsibility for the organisation, development and teaching/tutoring and assessment of an agreed part of the College curriculum. A principal aim is to ensure outstanding quality in teaching, learning and learner support.

**2. Duties and Responsibilities:**

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| a) Carry out formal scheduled teaching, delivery of functional skills, learner support and assessment in agreed areas |
| b) Co-ordinate, organise and develop learning programmes |
| c) Achieve outstanding quality in teaching and learning support |
| d) Monitor, guide and support learners throughout their programmes |
| e) Provide advice, guidance and counselling to learners |
| f) Prepare and maintain learning materials and assignments |
| g) Mark, appraise and assess learners’ work and provide feedback |
| h) Organise, co-ordinate and supervise student visits and placements |
| i) Act as an Internal Verifier as appropriate |
| j) Use ICT to deliver course requirements where appropriate |
| k) Use/apply electronic student registration systems as available |
| l) Directly contribute to achieving learner retention and achievement targets |
| m) Efficiently administer learning programme/s and maintain student records |
| n) Apply learner absence monitoring procedures |
| o) Liaise/work closely with relevant staff with Tutoring responsibility |
| p) Participate in regular promotional events and activities (including front and back of house services). |
| q) Plan and prioritise own work |
| r) Support and participate in the School’s marketing activities  s) Innovative approach to enhancing digital and commercial presence in the community using social media platforms and marketing opportunities |

**General Responsibilities:**

1. Promote and safeguard the welfare of children, young people and vulnerable adults, complying with safeguarding and Whistleblowing policies and procedures in line with Government standards and requirements.
2. Comply with all College policies, taking personal responsibility for promoting Equality, Diversity and inclusivity, Health and Safety, Safeguarding and Quality Improvement.
3. Participate in the appraisal and performance management process and contribute to meeting individual, department and College objectives.
4. Make best use of available resources efficiently and effectively, promoting eco-friendly practices.
5. Contribute to a culture of ambition and continuous improvement.
6. Undertake appropriate personal and professional development activities, and record on the College Continuing Professional Development (CPD) system.
7. Manage and minimise risk within all areas of responsibility.
8. Carry out any other duties and responsibilities as required and commensurate with the post.

This post is exempt from the Rehabilitation of Offenders Act and

**Note: This job description sets out the main responsibilities for the post, but is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities they undertake.**

**Person Specification**

#### Job Title: Chef Lecturer

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| **Qualifications** | **Essential** | **Desirable** |
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| Degree or appropriate level of qualified trade/industry experience |  |  |
| Recognised teaching qualification or willingness to work towards |  |  |
| Assessor/Verifier Awards A1, A2,V1,V2 or willingness to work towards |  |  |
| 5 GCSE’s Grades A – C including Maths and English or Level 2 equivalent |  |  |
| Strong commercial experience and skills within patisserie and pastry elements. |  |  |
| **Experience** |  |  |
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| Relevant successful teaching experience |  |  |
| In depth knowledge of relevant curriculum area |  |  |
| Record of personal/professional development |  |  |
| Experience of work based assessment/learning |  |  |
| Awareness of curriculum change/innovation |  |  |
| Relevant sector specific experience to include front and back of house services |  |  |
| **Skills and Abilities** |  |  |
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| Excellent written and verbal communication |  |  |
| Ability to work effectively with others |  |  |
| Ability to cope with demanding work load |  |  |
| Proven team ‘player’ |  |  |
| Learner centred approach |  |  |
| Ability to apply digital technology in teaching/learning and commercial activities |  |  |
| Innovative approach to teaching and learning |  |  |
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| **Personal Qualities** |  |  |
| Commitment to quality |  |  |
| Commitment to continuous improvement |  |  |
| Personal commitment and dedication |  |  |