

Job Description

Job Title	CHEF LECTURER
Salary Range	Lecturer Scale, Points 5-12 £25,933 to £34,680 per annum, plus £4,000 Shortage Skills Allowance per annum
Faculty / Section	Aspire
Hours per Week	37
Terms of Employment	Permanent Full year Academic Contract
Annual Leave Entitlement	37* days + Bank Holidays and College Closure Days
Responsible to	Programme Area Manager

*2 days to be taken on identified dates during the Christmas closure period as notified on the College calendar

Job Purpose:

- To provide high quality teaching and learning, specifically contributing to the programme area's expertise in Catering from entry level to Level 3.
- To support all students (including 14-16, 16-18 and adults) in reaching their academic and personal goals leading to their positive progression.

Key Tasks / Responsibilities:

1. A teaching commitment in line with College policy as agreed annually. You will plan and deliver teaching/learning programme using a flexible range of engaging strategies to promote learning, taking responsibility for the continual development of own teaching and related curriculum.
2. Develop learning resources/materials to meet individual learner needs, promote independent learning skills, devise appropriate assignments, tutorials and learning programmes and maintain records that support the learning experience.
3. Work within an agreed curriculum framework and to agreed targets/objectives, and contribute to curriculum development activities.
4. Assess student competence in College or in the workplace, including Internal Quality Assurance.
5. Undertake administrative tasks and complete returns as required by the Programme Area Manager.
6. Act as a course manager and/or course tutor as appropriate, supporting the successful implementation of study programmes and work experience placements.
7. Assist with recruitment, selection and enrolment, providing high quality information, advice and guidance to students.
8. Promote and support the positive behaviour of students.
9. Accompany and supervise students on educational and training visits if required.
10. Other duties commensurate with the grade of post as required.

College Responsibilities:

- Contribute to the quality improvement process;
- Work within health and safety guidelines and be aware of your responsibilities for health and safety;
- Adhere to College policies and procedures;
- Promote and safeguard the welfare of young persons and vulnerable adults;
- Value diversity and promote equality and diversity;
- Undertake professional development to ensure skills and qualifications are up to date;
- Participate in meetings and events as required.
- Work co-operatively with colleagues and show commitment to the College and its mission;
- Adhere to College Values: **Collaborative; Inclusive; Aspirational**

Disclosure & Barring Service: **This post is subject to an enhanced DBS criminal check.**

Person Specification

Attributes	Essential	Desirable	Measured by
Experience	<ul style="list-style-type: none"> • Relevant teaching/training experience • Substantial experience in a relevant vocational area 	<ul style="list-style-type: none"> • Experience of delivering Catering programmes in Further or Higher Education • Advice and Guidance • Experience of working with industry appropriate awarding bodies. 	Application form and interview
Qualifications	<ul style="list-style-type: none"> • Degree or vocational qualifications in appropriate subject area • Minimum Level 3 Certificate in Education and Training (or willing to achieve within specified timescale) • GCSE Grade 4/C or above in Maths and English (or equivalent Level 2)* • Appropriate Food Safety qualification 	<ul style="list-style-type: none"> • Basic Skills qualification • Level 4 Training Assessment and Quality Assurance Award or equivalent • Level 3 Training Assessment and Quality Assurance Award or equivalent (or within specified timescale) 	Application form, interview and assessment*
Skills / Abilities	<ul style="list-style-type: none"> • Awareness of modern approaches to the delivery of Catering programmes • The ability for sustained hard work • Computer literate • The ability to work within a team and as a course manager • Ability to network and make links within the community, including employers • Ability & understanding of internal and external quality assurance processes • Ability to work flexibly in response to learner & department need 	<ul style="list-style-type: none"> • Understanding of Functional Skills • Understanding of requirement of apprenticeship frameworks and standards • Knowledge of Front of House Skills. 	Application form and interview
Personal	<ul style="list-style-type: none"> • An understanding of the needs of students with learning difficulties or disabilities • A flexible approach and commitment to the achievement of excellence • Good interpersonal and communication skills • Suitability to work with young people and vulnerable adults 		Presentation and interview

* You will be required to undertake a Literacy and/or Numeracy assessment at, or immediately after interview, if you do not have these qualifications or cannot provide the relevant certificates



Our Values



Collaborative

Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



Inclusive

Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



Aspirational

Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve