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# Job Description

# Chef Lecturer/Assessor

Job Title: Chef Lecturer/Assessor

Grade: Academic Scale point 23 to 36

Hours: 18 hours per week, 52 weeks per year

Distribution of working hours to be agreed on appointment

School/ Section: School of Hair, Beauty and Hospitality, Early Years and Performance

Reporting to: Section Manager – Beauty and Hospitality

Base: Hayes

# Background

The post holder is responsible for the training and assessment of Work Based Learning (WBL) learners (including Apprentices) to determine their occupational competencies within the workplace. We deliver C&G Apprenticeship Standards at Levels 2 and 3. The post holder may also be required to teach on the full time programmes.

# Main Scope of Post

The Lecturer will teach across a range of programmes and be responsible for the effective curriculum management of a range of programmes in the Section, including ongoing curriculum development and implementation of new employer responsive and commercial courses in response to employer and market needs in line with current curriculum requirements.

The section has a restaurant (Revisco) that is open to the general public and assists with the running of the Hayes Campus Refectory; the staffing of these includes student PLH, simulated work placement/ work placement, Apprentices, and other staff.

Courses within the provision currently include:

* VRQs/NVQs in Professional Cookery from Level 1 to Level 3
* Apprenticeship Standards – L2 Production Chef, L2 Commis Chef, L3 Chef De Partie
* English and maths Functional Skills/GCSE

# DUTIES

# Recruitment of Students

* Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
* Complete and contribute to the production of accurate information and fact sheets.
* Interview potential applicants and contribute to the College’s interviewing schedules.
* Contribute to the development, promotion and delivery of the team’s marketing and recruitment strategies.

# Induction and Support for Students

* Carry out student inductions and contribute to the design of induction programmes.
* Produce course handbooks.
* Carry out academic progress reviews, including the completion of necessary documents.
* Where appropriate act as a named tutor and liaise with the College’s Attendance Co-ordinators to ensure the attendance, retention and achievement of students.
* Understand and keep up-to-date with student support and learning support arrangements, ensuring students have full information and making appropriate referrals.
* Where appropriate ensure that basic skills initial and diagnostic assessments, are undertaken and that students receive effective learning support.
* Ensure that resources within your subject area are kept up-to-date and accessible to students and other staff in liaison with the curriculum managers and the College’s Learning Centres.
* Prepare students for employability, career progression and/or further education and training.
* Produce reports and attend events to provide information to parents/employers.

# Design and Delivery of Programmes

* Teach on a range of programmes in Hospitality (details above).
* Prepare schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise IT and learning technology to deliver elements of the curriculum.
* Where appropriate integrate the delivery and assessment of Functional Skills into the curriculum.
* Prepare assessment plans and schedules and ensure students are aware of your expectations.
* Assess students’ progress regularly including the timely marking of work and giving feedback, both written and oral.
* Work towards the integration of students’ basic skills’ development in the delivery of teaching and learning.

**Assessment**

* Assess students following full time programmes in Hospitality and Catering at the College.
* Monitor and review progress of trainees in College and/or in the workplace.
* Liaise closely with workplace supervisors/mentors and college staff to support the trainees with their achievements.
* Maintain monitoring, control and assessment systems required to ensure quality assurance of the qualifications offered and awarding body requirements are met.
* Develop assessment plans.
* Keep records of trainees’ progress and ensure that all necessary documents are recorded.
* Comply with all administrative requirements, registration with awarding bodies and completion of information for internal verification.
* Attend team meetings as required.
* Promote information and participate in the processes for internal verification.
* Actively develop links with potential employers to increase opportunities for student employment/placements.
* Track trainees’ achievement and keep a record of this.
* Attend College theory/practical sessions for assessing and portfolio building

# Curriculum Management

* Attend team meetings and College events as directed by managers.
* Keep records up-to-date, including the completion of registers, and other required documentation.
* Liaise with colleagues to ensure that new members of staff are fully apprised of requirements.
* Participate in the College’s staff appraisal and mentoring schemes.

# Quality

* Carry out student questionnaires and elicit student feedback on the quality of teaching and learning.
* Cary out timely completion of learner reviews, ILPs ( individual learning plans) and employer reviews
* Contribute to course reviews within your subject area and the setting, implementation and monitoring of action plans.
* Set targets for achievement, retention and attendance and participate in the College’s performance management programme.
* Plan and carry out employer responsive reviews
* Maintain/ implement accurate quality checks and monitoring of systems
* To participate actively in the college quality assurance processes.

### OTHER DUTIES

1. To take an active part in the appraisal and mentoring processes.

2. To comply with all relevant Health and Safety regulations and assist the College in the implementation of its own Health and Safety policy.

3. To comply with and actively promote within their section the College’s Equal Opportunities Policy.

1. To participate in and contribute to the College’s in-service development and training activities.
2. To carry out all other duties as may be reasonably required.

**Chef Lecturer/Assessor**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| Qualified to NVQ Level 3 in Professional Cookery/Catering | **✓** |  | Cert/AF |
| An advanced level teaching qualification or willingness and ability to work towards one (DET or equivalent)\*\* | **✓** |  | Cert/AF |
| Assessor qualification | **✓** |  | Cert/AF |
| Internal Verifier qualification or willing to achieve | **✓** |  | Cert/AF |
| Knowledge and Experience |  |  |  |
| Experience of working in the Catering/Hospitality industry including experience of being a Chef | **✓** |  | AF/IV |
| Teaching and assessing experience in the area of Catering and Hospitality | **✓** |  | AF/IV |
| Up to date knowledge of developments and trends within the Catering and Hospital sector | **✓** |  | AF/IV |
| Experience of delivering Work Based Learning qualifications | **✓** |  | AF/IV |
| Understanding of Apprenticeships | **✓** |  | AF/IV |
| Strong organisation and administrative skills | **✓** |  | AF/IV |
| Ability to work effectively as part of a team | **✓** |  | AF/IV |
| Flexibility and willingness to work outside of normal office hours | **✓** |  | AF/IV |
| Willingness and ability to travel to workplaces within West London and the surrounding areas | **✓** |  | AF/IV |
| Other Skills |  |  |  |
| The ability to enthuse and inspire learners | **✓** |  | IV/T |
| Good classroom practice | **✓** |  | IV/T |
| Good communication skills, written and verbal | **✓** |  | AF/IV |
| Good interpersonal skills | **✓** |  | IV/T |
| Good IT skills | **✓** |  | AF/IV |
| Using IT within the curriculum | **✓** |  | AF/IV |
| Tutoring experience | **✓** |  | AF |
| Self motivation | **✓** |  | IV |
| Commitment to Equal Opportunities and Safeguarding in an education environment | **✓** |  | AF/IV |
| Commitment to learners and learner achievement | **✓** |  | AF/IV |
| Commitment to implementing College compliance procedures and other policies | **✓** |  | AF/IV |
| Evidence of continuous professional development | **✓** |  | AF/IV |
| **Competencies**  *Academic staff should be able to demonstrate competency in all of the following areas:*  Communication  Planning and Organising  Interpersonal Sensitivity  Adaptability/Flexibility  Results Focus |  |  | AF/IV |

**Evidence of criteria will be established from:**

AF = Application Form

IV = Interview

T = Test (Micro-teach/skills test)

Cert = Certificates checked on induction

\*\*Qualifications that are equivalent to the Diploma in Education and Training (DET) include: DTLLS (Diploma in Lifelong Learning Sector); 7407 Stage 3/FE Certificate Stage 3; older Certificates in Education; Post Graduate Certificate in Education (PGCE) – FE and/or Secondary; any qualification that is recognised as fully qualified for the FE sector.