|  |
| --- |
| UXBRIDGE COLLEGE |

# Job Description

# Chef Lecturer - Professional Cookery

Job Title: Chef Lecturer - Professional Cookery

Grade: Academic Scale point pt. 23 to 36

Hours: 28.8 hours per week, 52 weeks per year

School/ Section: School of Hair, Beauty, Professional Cookery, Early Years and Performing Arts

Reporting to: Section Manager – Beauty and Professional Cookery

Base: Hayes

# Background – Chef Lecturer - Professional Cookery

The post of Lecturer involves considerable subject-based and pedagogic knowledge and understanding, and it is therefore essential that the post holder has a motivation for keeping themselves up-to-date with developments in their professional area and also in the practises of teaching and learning. Lecturing includes all aspects of the learning process, including preparation and planning, and the assessment and evaluation of students. All post holders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All teaching staff must be committed to inclusive learning and ensuring that they take on the very best practice to meet individual learner needs including the promotion of equal opportunities. All staff are required to implement College policies. Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

# 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
* L3 Advanced Technical Diploma
* English and maths Functional Skills/GCSE
* Basic and Intermediate Food Hygiene
* Apprenticeship Programmes
* Full Cost Commercial Courses

# 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 Professional Cookery (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.
* To ensure that students attend and achieve on all areas of their study programmes including maths, English and work experience..

# 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 - Professional Cookery**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| Qualified to NVQ Level 3 in Catering/Hospitality | **✓** |  | Cert/AF |
| An advanced level teaching qualification or willingness and ability to work towards one (DET or equivalent) | **✓** |  | Cert/AF |
| Assessor and Verifier awards 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 |
| Up to date knowledge of developments and trends within the Catering and Hospital sector | **✓** |  | AF/IV |
| Teaching and assessing experience in the area of Catering and Hospitality | **✓** |  | AF/IV |
| Other Skills |  |  |  |
| The ability to engage and inspire vocational students primarily aged 16-19 | **✓** |  | 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 |
| Experience of 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