

JOB DESCRIPTION

JOB TITLE:	Catering and Culinary Arts Lecturer
DEPARTMENT:	SI
RESPONSIBLE TO:	Head of Service Industries/Deputy Head of Service Industries
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To teach on courses/ programmes within the department and support associated courses throughout the College and carry out all associated administrative duties.

MAIN TASKS AND RESPONSIBILITIES:

- 1. Student Learning**
- 2. Curriculum Development**
- 3. Pastoral Care**
- 4. Administration**
- 5. General Responsibilities**

Main Purpose of the Role:

To plan, deliver, assess, and evaluate high-quality teaching and learning in catering and culinary arts, ensuring students develop the practical skills, theoretical knowledge, and professional attitudes required for success in the hospitality industry. The role also includes curriculum development, student support, administrative tasks, and contributing to the overall quality and success of the department.

Main Tasks and Responsibilities

1. Student Learning

- Deliver engaging, inclusive, and industry-relevant lessons in catering, including food preparation, cookery techniques, food safety, and kitchen operations.
- Prepare lesson and assessment plans, schemes of work, and learning resources that reflect course specifications and industry standards.
- Employ a variety of teaching methods to meet the diverse needs and and Pedagogic techniques to support diverse learner needs.

- Monitor, assess and record student work using a range of formative and summative assessment methods.
- Provide timely, constructive feedback to support learner development, achievement and progression.
- Ensure all students are aware of their learning goals, progress, and achievements.
- Promote high standards of hygiene, health and safety, and professional practice in all learning environments.
- Support students in developing employability, teamwork, and time-management skills essential for catering roles.

2. Curriculum Development

- Contribute to the design and continuous improvement of catering programmes that reflect industry trends and awarding body standards.
- Develop course materials, recipes, and assessments aligned with awarding body specifications (e.g. City & Guilds).
- Support the integration of sustainable practices, modern culinary techniques, and digital tools into the curriculum.
- Engage with local employers, chefs, and industry experts to inform curriculum planning, work placement and provide enrichment opportunities.
- Assist in organising student participation in competitions, events, and catering functions to enhance learning.

3. Pastoral Care

- Act as a personal tutor, offering guidance, motivation, and support to help students overcome barriers and reach their goals.
- Monitor student attendance, punctuality, and engagement, and intervene as necessary to support retention, progression and achievement.
- Promote a positive, respectful, and inclusive learning environment where all students feel safe and supported.
- Refer students to internal services when needed, in line with safeguarding protocols.
- Encourage student wellbeing, resilience, and professionalism in line with industry expectations.

4. Administration

- Maintain accurate records of student attendance, assessment results, and progression.
- Complete course and quality assurance documentation, including tracking learner progress and achievement data, in a timely and accurate manner.

- Participate in internal and external verification, standardisation meetings, and progression reviews.
- Contribute to departmental and cross-college meetings, quality initiatives, and self-assessment reporting.
- Support enrolment, induction, and other key administrative processes related to course delivery.

5. General Responsibilities

- Comply with all college policies, including those related to safeguarding, equality and diversity, and health and safety.
- Contributes to the attainment of the College's strategic objectives, as appropriate.
- Engage in continuous professional development (CPD) to maintain industry knowledge and pedagogical effectiveness.
- Represent the department and college positively during events, inspections, and in employer or community partnerships.
- Assist with promotional activities such as open days, parents' evenings, taster sessions, and catering demonstrations.
- Assist with enrolment and induction activities.
- Promote the college's values and professional standards in all interactions.
- Takes responsibility for safeguarding and promoting the welfare of children.
- Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.

NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.