



Lecturer/Assessor in Hospitality

Job Description

Faculty / Department:	Hospitality and Catering		
Responsible to:	Head of Learning		
Responsible for:	N/A		
Grade:	Salary Range: £30,427 - £42,136 per annum SCP 16-28 Grade 3B-4A		Hours: Full time, 37 hours per week, permanent, (1.0 FTE)

Role Summary:

The successful applicant will join a fantastic, high performing team within the college. The Hospitality department delivers full-time and part-time courses for learners from Level 1 to Level 3, specifically:

- Level 1 Culinary Skills
- Level 1 & 2 Food & Beverage Service
- Level 2 Professional Cookery VRQ/NVQ
- Level 2 Pastry and Confectionery VRQ/NVQ
- Level 3 Professional Cookery (Kitchen and Larder) VRQ/NVQ
- Level 3 Pastry and Confectionery VRQ/NVQ

We also offer a range of short courses that upskills schoolteachers or people within the hospitality industry.

To plan, design and deliver study programmes for a range of learners across Levels 1, 2 and 3 in hospitality. To act as a tutor to ensure retention and progression of learners and that all parts of the study programmes are successfully completed by the learners.

Main Duties and Responsibilities:

Work Processes and Results

- To coordinate, design, deliver and develop a programme(s) of study up to Level 3 for groups of

learners.

- To deliver a curriculum that gives learners an experience that reflects current industry trends and future developments.
- To help learners to progress and develop in order to reach their aspirations through education with us.
- To work with the Head of Learning, the Subject Lead and other lecturers in developing best practice in learning, teaching and assessment, ensuring standardisation and continuity.
- To assess learners across a range of courses according to established guidelines and provide a positive learning experience.
- To develop full time programmes.
- To design, develop, monitor and share resources for learner use.
- To act as personal tutor to a group(s) of learners supporting their Individual Learning Plans and co-ordinate tutorial support liaising with subject tutors and wider college provision.
- To participate in parent evenings, open events, enrolment and interviewing applicants.
- To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning. Including proactive engagement with the College's CPD programme.
- To contribute to the internal and external quality assurance procedures in line with awarding body and college requirements.
- To implement quality procedures, contributing to thorough, evaluative programme reviews, which feed into the self-assessment process.
- To complete documentation, appropriate records of learner performance and attendance and administration associated with the role and responsibilities.
- To attend and contribute to relevant meetings within the department and the college.
- To maintain appropriate standards of learner behaviour and attendance in accordance with college policies.
- To work flexibly as directed by the line manager.
- To implement the college's mathematics and English code.

Teamwork

- To work closely with the other departments, as well as with partner agencies.

Communication / Documentation

- Communicate effectively across a wide range of audiences.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

College Values

- To demonstrate and uphold the College's values
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.

- To participate in making the College and inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

Equality, Diversity, Health and Safety and Strategy

- A strong commitment to the principles and practice of equality and diversity.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.

This Job Description and Person Specification is accurate as at July 2025. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.



Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

PERSON SPECIFICATION

Lecturer/Assessor in Hospitality

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Qualified teacher e.g. Cert Ed, PGCE or DTLLS or CET, or a firm commitment to obtain the required teaching qualification. 	A, I	<ul style="list-style-type: none"> Assessor/verifier qualifications. 	A, I
	<ul style="list-style-type: none"> Level 3 qualification within relevant vocational sector – Hospitality and Catering. 	A, I	<ul style="list-style-type: none"> First aid at work certificate (renewable every 3yrs) or willingness to attain this required qualification. 	A, I
	<ul style="list-style-type: none"> Level 2 qualification (GCSE A* - C or equivalent) in Maths and English or a willingness to attain these qualifications with the support of the College. 	A, I	<ul style="list-style-type: none"> Degree in relevant subject, or equivalent qualification. 	A, I
Experience	<ul style="list-style-type: none"> Recent and relevant experience of delivering learning to 16-18 year olds, as well as mature learners, in an educational setting. 	A, I	<ul style="list-style-type: none"> Recent experience of delivering Hospitality and Professional Cookery programmes. 	I
	<ul style="list-style-type: none"> Recent and relevant vocational experience within Hospitality and Catering, specifically pastry chef experience. 	A, I	<ul style="list-style-type: none"> Evidence of delivering high quality and effective learning. 	I
			<ul style="list-style-type: none"> Evidence of providing learning to groups and individuals. 	I

	<ul style="list-style-type: none"> Evidence of ability to apply effective approaches to teaching to more than one level and target audience. 	P		
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies in the post-16 sector. 	P		
	<ul style="list-style-type: none"> Sound knowledge of developments within the Hospitality industry. 	P		
	<ul style="list-style-type: none"> Excellent communication and interpersonal skills. 	I,P		
	<ul style="list-style-type: none"> Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and Prevent. 	A,I,P		
	<ul style="list-style-type: none"> Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility. 	P		
	<ul style="list-style-type: none"> An understanding of safeguarding and its importance within the college. 	A,I		
	<ul style="list-style-type: none"> Ability to plan and prioritise. 	I		
	<ul style="list-style-type: none"> Effective time 	I		

	<p>management skills.</p> <ul style="list-style-type: none"> • Excellent administrative and organisational skills • Able to work flexibly as part of a team • Evidence of understanding of differences between assessment and evaluation. 	<p>I</p> <p>I</p> <p>I</p>		
Other	<ul style="list-style-type: none"> • Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties. • Demonstrate a positive approach to equality and diversity and customer service. • Demonstrate a commitment to safeguarding and promoting student welfare. • Demonstrate an ability to take responsibility for own and others' Health and Safety at work. • Flexible and professional approach. • Ability to work as part of a team to achieve common objectives. 	<p>A,I</p> <p>A,I,P</p> <p>I</p> <p>I</p> <p>A,I</p> <p>I</p>		