

Westminster Kingsway College Job Description and Person Specification

Post:	Sensory Science & Nutrition Lecturer
Contract:	Permanent
Hours:	14 (0.4 pro-rata)
Reporting to:	Head of School
Salary:	Teaching salary (pro-rata)

Key Purpose

The post holder will be responsible for providing effective teaching and tutoring to students studying programmes at levels 4, 5 & 6, specifically in the field of Culinary/Sensory Science, Nutrition and Dietetics. The post holder will be expected to create new resources, and will be responsible for the delivery of undergraduate modules including the Introduction to Culinary Science, Practical Scientific Techniques, Nutrition & Food Science, Cellular Biology, and Human Physiology.

Main Duties and Responsibilities

- To plan and deliver effective teaching, learning and assessment on a range of Nutrition and Culinary Higher Education (HE) courses, to a range of HE learners, including organising and attending relevant educational field trips.
- Make a significant contribution to the quality and provision of undergraduate programmes and training in Sensory Science, Nutrition and Dietetics.
- To contribute to undergraduate taught programmes and participate in research and research supervision.
- To be responsible for the delivery of undergraduate modules.
- To develop and implement research, teaching and learning initiatives in line with the departmental goals.
- To contribute to the development of new programmes at undergraduate level and to initiate new developments in CPD for Nutrition and Dietetic professionals in the region.
- To contribute to the emerging research portfolio within the department and particularly within the culinary, nutrition and dietetics area.
- To act as a tutor to specified groups of students, identifying specific learning needs and ensuring support is in place, as well as more general support for their success.
- To contribute to the work of the Faculty as directed by the Line Manager as well as seeking innovative ways to expand and develop the work of the department.

- To work to improve retention, achievement and progression.
- To contribute to appropriate administration tasks including writing routine correspondence and keeping records up to date.
- To participate in the interviewing and enrolling of students and to assist in advice sessions.
- To contribute to the planning and development of the HE curriculum.
- To develop resources for teaching to equip students to meet the needs of industry.
- To maintain accurate and up to date registers and prepare statistical returns.
- To comply with College quality monitoring policies and procedures.
- To assist in the implementation of the policies of the College, the department, and the Universities. This, including the offers of Further and Higher Education and full cost programmes, is in respect of professional conduct and the provision of a student-centred and supportive environment. (Currently applicable are safeguarding, equal opportunities, health and safety, tutorial, course review and evaluation, quality assurance and assessment).
- To attend course team/programme area/Exam Board/department meetings as appropriate.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Achievement of qualifications including a Degree or equivalent in Nutrition, or in another relevant subject.	X	
	A recognised teaching qualification.	X	
	Achievement of qualifications including a Master's Degree or equivalent in Nutrition, or in another relevant subject.		X
	Experience of ongoing professional updating and development in relevant fields.		X
	Registered dietician or nutritionist.	X	
Knowledge / Experience	An understanding of the learning needs of HE students.		X
	An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients.	X	
	An awareness of safeguarding and how it relates to the work of this post in a further education College.	X	
	Experience of teaching the subjects effectively at the different levels required and supporting students and preparing them for formal assessment.	X	
	Experience of working in a nutrition/dietetics related environment.	X	
	Familiarity with the range of qualifications offered by the Nutrition and Culinary curriculum.	X	
	Experience in successfully preparing students for examinations and supporting students in coursework.	X	
Skills / Abilities	The ability to design, develop and deliver high quality teaching materials that lead to enthusiastic teaching for a diverse cohort of learners, with good classroom management skills, in order to gain high levels of achievement and retention.	X	
	Good interpersonal skills and written and oral communication skills.	X	
	Excellent administrative and IT skills, including knowledge of Microsoft Office, Moodle and experience with dedicated databases.	X	
	The ability to plan and monitor one's own workload & on own initiative to ensure that deadlines are met.	X	
	The ability to work effectively as a team member.	X	
	Good organisation skills and high attention to detail	X	