

## Westminster Kingsway College

### Job Description and Person Specification

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<b>Post:</b>	Mayors Academy of Hospitality – culinary tutor
<b>Contract:</b>	Hourly Paid Lecturer
<b>Hours:</b>	Variable
<b>Reporting to:</b>	Manager – Mayor’s academy of Hospitality
<b>Grade:</b>	HPL Standard Rate
<b>Salary:</b>	£26.83 - £28.47 (total rate)

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#### Key Purpose

As part of our new Mayor Academies to get Londoners into work and training we are looking for an hourly paid Culinary Tutor. The ideal candidate will have a strong understanding of both classical and modern techniques as well as desire to teach and to inspire young people to progress into the industry. They will have a strong commitment to personnel development & must relish the challenge of joining one of the world’s leading educational culinary arts departments.

The Mayor Academies will focus on the London recovery programme and getting Londoners back into work by offering training programmes to fill the skills gap faced by industry. Supporting CCG Mayors Academies across the Hospitality sector, we are bringing together industry standards training and education to Londoners

Support with recruiting learners and engaging with local communities and businesses by doing demos and talks will also be required, as you will be helping to build relationships with stakeholders and local communities to support pathways into the Hospitality sector.

Previous experience of working in a professional culinary environment is essential. Experience of delivering high quality food preparation and culinary training is desirable. The college would welcome applications from individuals who meet these criteria but have not necessarily worked in a college environment.

#### Main Duties and Responsibilities

- Assist in the delivery and assessment of the Training offer, which will include bespoke short-course provision.
- Assist in the design and promotion of programmes as directed by the Academy manager
- Assist in the development of course materials and teaching and learning activities
- Contribute to the work of the school as directed by the Academy manager as well as seeking innovative ways to expand and develop the work of the Department.
- Deliver training programmes in the workplace as directed by the Academy manager.
- To assess, review and record learner progress.
- To carry out administrative tasks related to courses and attend meetings as required by the Academy manager.

- Assist with the organisation and implement of enrolment procedures including student induction.
- Attend Course and Subject Team meetings as required.
- Support the college's self-evaluation and quality improvement processes
- To maintain course and learner records; carry out tracking and monitoring of learner performance and provide information, data and statistical returns as required.
- Attend parents' evenings and college open day events as required.
- Develop online content to encourage flipped learning as directed by the Academy manager.
- To have QTLS or willing to train.
- Actively participate in the appraisal scheme.
- Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development.
- Attend college staff development events
- To develop contacts and relationships with industry partners as appropriate to the delivery of the courses.
- Implement college policies, particularly in respect to professional conduct and the provision of a student-centered and supportive environment

### **Expectations of the Post Holder**

- To demonstrate model behaviours that, always, 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 always carry out his/her duties 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.
- Ensure equality, diversity and inclusion are actively promoted and advanced to improve service delivery

### **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 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 to reflect changes in the job or the organisation.

## **EDI**

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

## **Safeguarding**

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

**Person Specification**

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Professional Development</b>	City and Guilds 706/3 or NVQ level 3 or equivalent in the relevant subject area.	X	
	Qualified teacher status.		X
	Extensive industry experience in relevant roles / level of roles in the industry in suitable level of organization 5*, Michelin *, own business experience etc.	X	
<b>Knowledge / Experience</b>	Demonstrate an understanding of the role and value of Further Education in the development of the diverse community of an inner city.	X	
	Demonstrate a commitment to the college's Equal Opportunities Policy.	X	
	Demonstrate a wide and thorough knowledge of the subject areas.	X	
	The ability to teach or train enthusiastically and professionally.	X	
	Relevant and high-quality industry experience.	X	
	Proven track record of excellent customer service and delivering training packages in the workplace	X	
	Evidence of effective classroom management.		X
	A willingness to plan and develop differentiation within lessons – to help meet the needs of learners with different capabilities.		X
	The ability to stimulate and promote effective learning among diverse and challenging learners.		X
<b>Skills / Abilities</b>	Commitment to promoting equality of opportunity.	X	
	Commitment to the delivery of high-quality training.	X	
	Evidence of the ability to work effectively as a team member	X	
	Excellent time management.	X	
	Use own initiative and work with minimum supervision	X	
	Evidence of both theoretical and practical skills required to work in the relevant field.	X	
	Good organisational and administrative skills.	X	
	Take ownership and accountability for tasks and actions	X	
Good presentational skills.	X		
	An ability to relate to and interact constructively with students, parents/ guardians, teachers, and external agencies.		X