

## Westminster Kingsway College Job Description and Person Specification

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<b>Post:</b>	Lecturer in Professional Culinary Arts
<b>Contract:</b>	Permanent
<b>Hours:</b>	35 hours per week
<b>Reporting to:</b>	Programme Manager for Culinary Arts
<b>Grade:</b>	Teaching and Learning
<b>Salary:</b>	£36,516 to - £41,095 per annum

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### Key Purpose

The College is seeking to appoint an individual who can complement its existing team of dedicated Culinary Arts and Hospitality Lecturers. The ideal candidate will have worked in some of the finest kitchens in the UK & Europe, with experience in kitchen & larder production as well as commercial experience. A strong understanding of both classical and modern techniques is essential as well as desire to teach and to inspire young people to progress into the industry at the highest level. They have a strong commitment to personnel development & must relish the challenge of joining one of the world's leading educational culinary arts departments. 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

The postholder will be expected to undertake any of the duties set out below, subject to appropriate training, although he or she would normally concentrate on a particular area. However, to ensure a range of experience for the benefit of postholder and the College, duties may be rotated from time to time.

- Assist in the delivery and assessment of the Training offer, which will include full time programmes alongside bespoke short-course provision.
- Assist in the design and promotion of programmes as directed by the programme manager.
- Assist in the development of course materials and teaching and learning activities

- Contribute to the work of the School as directed by the Line 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 programme manager.
- To assess, review and record learner progress.
- To carry out administrative tasks related to courses and attend meetings as required by the Programme Manager / CD.
- To maintain course and learner records; carry out tracking and monitoring of learner performance and provide information, data and statistical returns as required.
- 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
- Attend parents' evenings and college open day events as required.
- Develop online content to encourage flipped learning as directed by the PM.
- 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-centred and supportive environment

### **Other Duties**

You will be responsible for the implementation of, and compliance with, the provisions of legislation and good practice relating to health and safety in the areas you are responsible for.

The scope of this profile reflects the needs of the college at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated

by the line manager. The profile will be subject to continuous review as the needs and requirements of the college change over time.

### 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.
- Ensure equality, diversity and inclusion are actively promoted and advanced as part of this role within the Group

### 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.

## **EDI**

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

## **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

	Criteria	Essential	Desirable
<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
	Experience of ongoing professional updating and development in relevant subject area.	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	
<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. Taking ownership and accountability for tasks and actions. Good presentational skills.	X	