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**Instructor/Demonstrator in Hospitality/Food**

**and Beverage Service**

**Job Description**

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| **Area** | **:** | **Faculty of Services, Engineering and Construction** |

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| **Salary** | **:** | **£28,282 – 30,881 *(pro rata per annum)*** |

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| **Hours of Work (Full-time/Part-time)** | **:** | **18.5** |

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| **Line Manager** | **:** | **Assistant Director – Hair, Beauty and Hospitality**  |

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| **Responsibility for** | **:** | Developing the practical skills of learners through demonstration and instruction in practical workshops.  |
|  | **:** | The daily running of the Academy West bar and restaurant, commercial offsite catering promoting and developing front of house food and beverage skills with learners in line with awarding body criteria.  |
|  | **:** | Develop external customer base in line with identified set financial targets. |
|  | **:** | Assessing of learners against identified frameworks internal and external. |
|  | **:** | Promoting and safeguarding the welfare of children and young persons in line with college policies  |

**Main Purpose of Job:**

To provide innovative and engaging practical workshops, supervising and instructing learners, under the general guidance of lecturing staff in order to ensure that the provision:

* Meets the needs of learners, employers and other stakeholders
* Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction
* Is effective, efficient and provide excellent value for money
* Reflects the vision, mission, aims and values of the college
* Is innovative, developmental and sector leading
* Promotes a culture of excellence and equality
* Is judged as outstanding at next Ofsted/QAA Inspections.

The post-holder will be a member of the Faculty of services, engineering & construction within the Hair, Beauty, Hospitality and Retail Operations area.

**Key Duties and Responsibilities:**

1. Reflect the vision, mission, aims and values of the college.
2. Facilitate the development of the learners’ skills and understanding through practical instruction.
3. Provide learners with constructive feedback and guidance during practical sessions to support and reinforce their learning.
4. Tracking and assess learner progress in practical sessions to support teaching and learning.
5. Responsible for the delivery of food and beverage service and skills to learners and clients adhering to all relevant Health and Safety and Food Hygiene legislation.
6. Develop and maintain a customer base for the Academy restaurant in line with identified set financial targets.
7. Support the learners in compiling and maintaining their portfolios to the awarding body required standards.
8. Support and plan for assessment opportunities with learners.
9. Prepare materials, tools and equipment, workplaces and workstations.
10. Ensure that agreed Health & Safety and environmental practices are implemented and adhered to within the catering environment.
11. Attend and contribute to course team meetings and business area meetings, as necessary
12. Support and promote a culture of innovation, excellence and equality.
13. Comply with College policies, procedures and agreements.
14. Contribute to the risk management of the College.
15. Support and follow the College’s strategies on equality, diversity and safeguarding.
16. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
17. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
18. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This post is based at South Cheshire College; however there may be the need to carry out vocational assessments and associated duties off site.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

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**Person Specification**

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|  | **Assessment Method** |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation  | Application Form | \*Test | Interview and Presentation | Psychometric Testing | Qualification Certificates | References |
| **Education and Qualifications** |
| Essential |  |  |  |  |  |  |
| * Level 3 *(or equivalent)* qualification in Hospitality Services
 | ✓ |  |  |  | ✓ |  |
| * GCSE Grade C (*4/5*) in English and Maths
 | ✓ |  |  |  | ✓ |  |
| Desirable  |  |  |  |  |  |  |
| * Possess an Assessor/Verifier Award *(or willingness to work towards)*
 | ✓ |  |  |  | ✓ |  |
| * Teacher trained *(PGCE, DTLLS or CertEd*) or working towards
 |  |  |  |  |  |  |
| * Evidence of ongoing professional development
 | ✓ |  |  |  | ✓ |  |
| **Skills and Experience** |  |  |  |  |  |  |
| Essential |  |  |  |  |  |  |
| * To be occupationally competent in a relevant professional environment
 | **✓** |  | **✓** |  |  |  |
| * Good level of digital literacy
 | **✓** |  | **✓** |  |  |  |
| * Ability to think, plan and manage relevant apprenticeship standards/frameworks
 | **✓** |  | **✓** |  |  |  |
| * Ability to plan organise and manage end point assessments (EPAs) with employer/awarding organisations and apprentices.
 | **✓** |  | **✓** |  |  |  |
| * Ability to engage with employers and/or employer representatives to ensure effective and efficient delivery of learning opportunities
 | **✓** |  | **✓** |  |  |  |
| * Ability to use and monitor the use of electronic tracking and monitoring systems: Management information systems, electronic portfolios, client relationship management systems.
 | **✓** |  | **✓** |  |  |  |
| * Ability & experience in communicating effectively with employers and/or with people working in senior positions
 | **✓** |  | **✓** |  |  |  |
| * Produce comprehensive oral and written reports on all aspects of the role as required
 | **✓** | **✓** | **✓** |  |  |  |
| * Ability to inspire confidence in learners/employers/staff
 | **✓** |  | **✓** |  |  |  |
| * Working knowledge of Health and Safety
 | **✓** |  | **✓** |  |  |  |
| Desirable |  |  |  |  |  |  |
| * Experience of undertaking lead verification of qualifications
 | **✓** |  | **✓** |  |  |  |
| * Experience and knowledge of apprenticeship standards
 | **✓** |  | **✓** |  |  |  |
| * Organise learning environments and supporting education / training
 | **✓** |  | **✓** |  |  |  |

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| **Personal Attributes** |
| Essential |  |  |  |  |  |  |
| * Excellent inter-personal skills with ability to develop positive working relationships at all levels *(internally and externally to College)*and to translate ideas into actions
 |  |  | **P** |  |  | **P** |
| * Emotional intelligence, self-awareness and confidence
 |  |  | **P** |  |  | **P** |
| * Accuracy and attention to detail
 |  |  | **ü** |  |  |  |
| * Excellent organisational skills, ability to prioritise and work effectively under pressure
 |  |  | **ü** |  |  |  |
| * Flexible approach to working
 |  |  | **ü** |  |  |  |
| * Commitment to on-going professional development
 |  |  | **ü** |  |  |  |
| * Commitment to on-going professional development
 | **P** |  | **ü** |  |  |  |
| * An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults
 |  |  | **P** |  |  |  |
| **Special Factors**  |  |  |  |  |  |  |
| Essential  |  |  |  |  |  |  |
| * Full, current driving licence
 | **ü** |  |  |  |  |  |
| * Car owner, with a willingness to use on College business as required *(mileage allowance payable)*
 | **ü** |  |  |  |  |  |
| * Enhanced DBS check
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Update April 2024