

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Lecturer in Hospitality	<b>Post Number:</b>	LC1374P
<b>Daily Supervision:</b>	Curriculum Lead Performing Arts and Media and Hospitality	<b>Grade:</b>	Lecturer Scale 1 - 4
<b>Department:</b>	Assistant Principal HEART, Health and Care	<b>Last Updated:</b>	May 2025

### Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

### Our Mindset:



### Job Purpose:

To teach and manage the curriculum on a range of programmes within the Curriculum Lead Area for Hospitality.

To contribute to the delivery and development of Study Programmes, Adult Learning Programmes and HE Programmes that provide an outstanding experience and progression for learners, meeting local, regional and national needs.

The post is based at Lincoln, but may involve teaching at Newark College as part of the weekly curriculum.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To teach on a range of Hospitality programmes, with specific emphasis on delivering front of house service, including, but not limited to:
  - Level 1 Catering and Hospitality
  - Level 2 Catering and Hospitality
  - Level 3 Professional Cookery
  - Level 3 Food and Beverage Services
  - Any other hospitality and catering course due for delivery
2. To manage specific courses relating to Hospitality and Front of House services as required by the Curriculum Lead.
3. To further develop specialist disciplines related to Hospitality and Front of House services study programmes, including engaging enrichment and work experience programmes utilising our facilities of sessions restaurant, the Old Bakery and The Drill.
4. To carry out the role of pastoral work as required.
5. To contribute to the development of existing study programmes and any new courses, including those at higher education level.
6. To liaise with awarding organisations and external examiners / verifiers.
7. To assist with the operation and commercial development of the School.
8. To liaise with schools, parents, universities and/or employers as appropriate.
9. To contribute to the process of programmes marketing and the recruitment and selection of students.
10. To contribute to the student enrichment programme.
11. To manage and organise student trips and visits, including driving College minibuses to and from relevant venues.
12. To participate in any cross-college/working party groups as from time to time may be established.
13. To work into evenings for the specific needs of the programmes. This would be to run the front of house elements of the restaurant up to 2 evenings a week.
14. To maintain learning, assessment and teaching quality through critical self-reflection and collegial activity.
15. To promote the development of the Equal Opportunities Policy throughout all aspects of employment.
16. To develop and maintain quality standards appropriate to the post.
17. To maintain professional standards and expertise by undertaking relevant professional development.
18. To conform with the Health & Safety requirements to the post.
19. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**



## PERSON SPECIFICATION

	Knowledge	PSM
1	Catering and Hospitality related degree or equivalent professional qualification	A/I
2	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a Level 4 professional teaching qualification within 2 years of commencing employment (4 Years for fractional posts).	A/I
3	Relevant Industry related qualifications at Level 3 or above, linked to hospitality and front of house services.	A/I
4	IQA Award	A/I

	Skills/Abilities – Interpersonal	PSM
5	The ability to teach and manage learning across all levels of Front of House, Food and Beverage Services, Catering and Hospitality related programmes	A/I
6	Front of House, Food and Beverage, Catering and / or Hospitality-related practitioner skills	A/I
7	The ability to communicate effectively to a wide range of people	A/I
8	Good presentation skills	A/I
9	The ability to respond to individual learning needs	A/I
10	The ability to work in a non-discriminatory manner	A/I

	Experience	PSM
11	Proven competence of teaching on Front of House, Food and Beverage Services, Catering and Hospitality related programmes	A/I
12	Proven experience of leading front of house service in a restaurant environment.	A/I
13	Personal tutorship within education or support/mentoring role	A/I
14	Relevant industrial experience in Front of House, Food and Beverage Services, Catering and Hospitality	A/I

	Work Related Circumstances	PSM
15	The ability and willingness to undertake relevant staff development	A/I
16	Willingness to work at times outside college calendar/day	A/I

	Skills/Abilities - Other	PSM
17	Excellent organisational/planning skills	A/I
18	Appropriate level of IT skills to undertake relevant duties i.e. Word and PowerPoint or the willingness and ability to undertake relevant training	A/I
19	The ability to travel to wide geographical locations, including the ability to transport students using the College minibus fleet	A/I
20	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

<b>Prepared By:</b>	Steve Horsfield Assistant Principal HEART, Health and Care
<b>Date:</b>	July 2023

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test