

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer – Supported Education (Catering)	Post Number:	LC1379P
Daily Supervision:	Supported Education Learning and Skills Lead	Grade:	Lecturer Scale 1 - 4
Department:	Supported Education	Last Updated:	June 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 guide Supported Education students across a number of courses and programmes at entry level and level one. To be able to teach on a variety of programmes including, Skills for Health and Social Care, Skills for Sport, Skills for Independence, Skills for Education and Employment, Skills for Customer Service and Enterprise, Supported Internships, Skills for Creative Arts and Skills for Catering. We are seeking a candidate with experience in the hospitality and catering industry, capable of meeting these requirements to ensure that the course content aligns with industry needs and is employer focused. Candidates will be required to be able to work at campuses at Lincoln, Newark or the Drill.

Experience of dealing successfully with learners with behavioural issues and learners with SEND is essential. It is also essential that the candidate has the ability, skills, experience and knowledge relevant to deliver on a range of Supported Education courses. The candidate will be able to engage learners in their enrichment, enterprise, personal tutorial, and progress reviews. Supporting learners throughout and organising their work experience is an important element of this role.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To teach on a range of other Supported Education programmes delivering vocational content, enrichment, enterprise, personal development and employability.
2. To manage the Skills for Catering course alongside associated commercial and work experience related course content as required by the Supported Education Learning and Skills Lead
3. To adhere to and promote best practice in all aspects of Health and Safety and Environmental Health standards and requirements in academic, commercial and work experience operations.
4. To carry out the role of Personal Tutor and Programme Co-ordinator as required.
5. To contribute to the development of new programmes.
6. To organise work experience for your caseload and support learners in this process.
7. To assist with the operation and commercial development of the area.
8. To contribute to the process of programme marketing and the recruitment and selection of students.
9. To liaise with local employers to ensure training reflects their requirements.
10. To liaise with schools, parents and/or employers as appropriate.
11. To carry out internal verification as required.
12. To liaise with awarding bodies and external verifiers.
13. To co-ordinate the timetabling of individual student programmes.
14. To participate in any cross-college working / strategy groups as may from time to time be established
15. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
16. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
17. To maintain quality standards appropriate to the post.
18. To conform with the Health and Safety requirements relevant 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	Degree or professional vocational equivalent	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	GCSE (or equivalent) in Maths/English grade A-C (4-7)	A/I
4	Specialist qualification in Special Educational Needs and/or disability (SEND)	A/I

	Skills/Abilities – Interpersonal	PSM
5	The ability to teach across a range of Supported Education programmes	A/I/T
6	The ability to communicate effectively both orally and in writing to a wide range of people	A/I/T

	Experience	PSM
7	Demonstrated experience of teaching students with behavioural issues and a range of SEND is essential	A/I/T
8	Experience of SEND Code of conduct and requirements of support for students with an EHCP	A/I
9	Personal tutorship experience	A/I

	Work Related Circumstances	PSM
10	The ability and willingness to undertake relevant staff development	A/I
11	Willingness to work at times outside college calendar / day	A/I
12	Ability to travel across different sites	A/I

	Skills/Abilities - Other	PSM
13	Ability and experience of teaching Functional Skills English and maths is essential	A/I/T
14	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/T
15	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

Prepared By:	Andrew Steward
Date:	May 2023

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

