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| Job Description |  |  |

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| Post Holder |  |
| Job Title | Lecturer in Hospitality and / or Leadership & Management (HE) |
| Responsible to | Associate Director – Service Industries & Retail Skills |

**Key Strategic Objectives**

* To actively contribute to the College’s Strategic Plan and in particular the ambition to become an outstanding provider of education and training.
* To hold and actively demonstrate the College’s Core Values in all that you do.
* Aim High…
* Work Hard…
* Take Responsibility…
* Do What’s Right…
* Respect Others…
* Challenge Yourself….
* Take Pride……
* To commit to the College’s Safeguarding Policy and promote a safe environment for children, young people and vulnerable adults within the College.

**Specifically Responsibilities will be as follows:**

**Teaching, Learning & Assessment**

* 1. Plan a program of study that meets the individual needs, interests and abilities of all students.
	2. Create a classroom environment that is conducive to learning and is developmentally appropriate to the maturity and interests of all students.
	3. Employ a variety of teaching techniques and resources consistent with best practices, specific content knowledge, the physical limitations of the space provided, and the needs and capabilities of the individuals or student groups involved.
	4. Plan and deliver a suitable Assessment Programme ensuring marked work meets Middlesbrough College Gold Standards.
	5. Implement Middlesbrough College’s Core Values through the Gold Standard of Teaching and Learning.
	6. Utilise diagnostic assessment tools to identify learning strengths and needs of every student, on a regular basis, for the purpose of intervention and/or acceleration toward academic achievement.
	7. Participate in Interval Verification requirements including the preparation for Awarding Body visits.
	8. Take necessary and reasonable precautions to assure safety in the classroom and the College for all students.
	9. Maintain accurate, complete, and correct records as required by Middlesbrough College and any statutory regulators including but not limited to Awarding Bodies, Funding Bodies and / or Government Departments.
	10. Implement all College policies and procedures governing student life and conduct.
	11. Make provision for being available to students and / or to their parents for education-related purposes outside of the teaching day when required or requested to do so under reasonable terms.
	12. Maintain and improve professional relationships with colleagues.
	13. Actively participate in all professional development opportunities including relevant industrial updating.

**Professional Conduct**

1. Start classes on time.
2. Give good notice of any absence.
3. Keep up to date with development in the subject area.
4. Keep accurate and up-to-date registers.
5. Be involved in any inspection of the College e.g. Ofsted.
6. Be involved in the College’s Quality Assurance arrangements e.g. induction, lesson observations, performance reviews and gathering / analysing feedback from students with a view to implementing continual improvement to courses on an on-going basis.
7. Adhere to the general standards of conduct embodied in various College policies and procedures

**Team Contribution**

1. To attend and contribute to course team meetings, section meetings, tutor and area team meetings where applicable.
2. To work closely with colleagues in developing and improving the current curriculum offer for programmes you teach on.
3. To partake in marketing and recruitment activities including open evenings, school tasters and visits, student profiling for publications, interview, induction, awards evenings, results day and enrolment etc.

**Other Duties**

1. To actively prepare all students for employment.
2. To support and promote equality and diversity to ensure quality of opportunity for all students, visitors and staff and the elimination of discriminatory practices.
3. To maintain and promote a healthy and safe environment to ensure students, visitors and staff are safe from harm.
4. To support and promote the safeguarding of all students, visitors and staff.

**Flexibility**

1. The postholder may be required to undertake such other duties as may be reasonable required and in addition to the main tasks identified above, this may include course co-ordination.
2. Within the limitation set out in the contract of employment, working hours are flexible and can be subject to variation depending upon curriculum needs.
3. This Job Description is current at the date shown below and in consultation with you and your Trade Union Representative (if applicable), it is liable to variation to reflect or anticipate changes in, or to, the College environment.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Person Specification |

**Essential & Desirable Attributes**

The College is ideally looking for candidates who have most if not all of the required essential attributes below but may also have a one or more of the desirable attributes to complement their skill set.

| **Category** | **Ref** | **Criteria Description** |
| --- | --- | --- |
| **1. Skills and Qualities** |
| Essential | 1.1 | Good oral and written communication skills with a capacity to deal effectively with staff, students, parents, employers and others. |
| 1.2 | To have good time management and organisational skills. |
| 1.3 | Evidence of disseminating own good practice effectively. |
| 1.4 | Ability to deal promptly and effectively with inappropriate behaviour in the classroom. |
| 1.5 | Able to prepare written and visual teaching materials including the effective use of Information Learning Technology e.g. Virtual Learning Environment, PowerPoint supported by key software. |
| 1.6 | Suitable level of proficiency in ICT and understanding of its application to Teaching, Learning and Assessment. |
| Desirable | 1.7 | A creative and imaginative approach to student centred teaching. |

| **Category** | **Ref** | **Criteria Description** |
| --- | --- | --- |
| **2. Qualifications and Training** |
| Essential | 2.1 | **To hold a relevant qualification at Degree level in Hospitality or Management**. |
| 2.2 | **To hold a relevant qualification at Masters level in Hospitality or Management (or be willing to work towards – *supported by the College*)** |
| 2.3 | To be a qualified Teacher or must be prepared to commence an appropriate teaching qualification on appointment to the post. |
| 2.4 | Personal commitment to keeping your professional knowledge up to date and improving your capabilities. |
| 2.5 | Grade C or above in Maths and English (or equivalent) or willing to work towards it. |

| **Category** | **Ref** | **Criteria Description** |
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| **3. Attitude / Disposition** |
| Essential | 3.1 | To be able to demonstrate behaviours consistent with the College’s Core Values. |
| 3.2 | To commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults within the College. |
| 3.3 | An ability to work well as a member of a team to provide quality education to all students. |
| 3.4 | Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures. |
| Desirable | 3.5 | To have a commitment to delivering outstanding Teaching and Learning. |

| **Category** | **Ref** | **Criteria Description** |
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| **4. Knowledge & Experience** |
| Essential | 4.1 | Current knowledge and / or industry experience in hospitality.  |
| 4.2 | Current knowledge of potential issues in HE that may impact on curriculum delivery. |
| 4.3 | Relevant experience in a teaching position in Higher Education or Further Education |
| Desirable  | 4.4  | Experience in industry or teaching for one or more of the following subjects, Events, Accommodation, Sustainability, Visitor Destination, Strategic & Leadership Management and dissertation supervision. |

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| Contract Arrangements |

Academic Staff will be engaged under a Contract of Employment determined by Middlesbrough College, supported by Contract Guidelines. Within your contract, the following salient features will apply:

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| 1. | Contract type | Lecturer in Hospitality and / or Leadership & Management (HE)Full-timePermanent  |
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| 2. | Working week | 37 hours per week. |
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| 3. | Holiday | 45 days per annum, pro rata, plus statutory bank holidays (holiday year 1 January - 31 December) |
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| 4. | Teaching Hours | 864 hours per annum  |
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| 5. | Period of Notice | Three months. |
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| 6. | Salary Scales | LecturerPoints 5 - 14 inclusive£24,174 to £34,827 per annumFor salary points 11.1 to 14, you will be required to achieve Gold Standard Lecturer status, meeting a set criteria in order to progress up the salary scale. Further details are available on request. |
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| 7. | Pension | Employees are eligible to join the Teachers’ Pension Scheme and the employee’s Pension Contribution Rate varies between 7.4% to 8.6% depending on salary. |
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| 8. | Sickness | The Corporation’s Sickness Policy will apply and further information is available from the Human Resources Department on request. |
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| 9. | Probationary Period | 12 months. |
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| 10. | Disclosure & Barring Service Check | From the 1 August 2018, new employees (with the exception of Apprentices, Business Support Scales 1, 2 & 3 or equivalent in Northern Skills Group) will be required to pay for the Disclosure & Barring Service Check, and this will be deducted from their payroll over the first three months of employment. The current cost of a Disclosure & Barring Service Check is £58.40 |

**Please note that all appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check and receipt of two satisfactory references.**