
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Chef Study Programme Manager and Lecturer
Hours:	15 hours per week, all year round [2 days]
Department:	Hospitality
Responsible to:	Hospitality Curriculum Leader
Salary:	£12,553.78 to £16,182.57 depending on skills and experience [FTE £30,966 to £39,917 YCL4.1 – YCL4.5]
Date of Issue:	September 2026

Job Purpose

- Deliver high-quality teaching, learning and assessment in Professional Cookery and Hospitality programmes.
- Inspire and motivate learners to develop industry-standard culinary skills, knowledge and professional behaviours.
- Support students to achieve their qualifications and progress into employment, apprenticeships or further study.
- Create a safe, inclusive and engaging learning environment that promotes learner achievement and wellbeing.
- Use current industry expertise to ensure curriculum content reflects professional kitchen practices and hospitality sector requirements.
- Contribute to curriculum development, quality improvement activities and the continuous enhancement of the learner experience.
- Promote positive relationships with employers and industry partners to support work placements, employer engagement and learner progression.
- Promote excellence in food safety, health and safety, sustainability and professional standards within practical and classroom settings.

Concise Version

- Deliver engaging and effective teaching in Professional Cookery and Hospitality.
- Develop learners' practical, technical and employability skills.
- Support student achievement, retention and progression.
- Maintain high standards of professional practice, food safety and learner support.
- Ensure learning reflects current industry standards and employer needs.

Tasks

Overarching Responsibility

- Support learners to achieve their full potential through effective pastoral support, coaching and academic guidance.
- Monitor, track and report on learner progress, attendance and achievement, implementing timely interventions where required.
- Promote and maintain high standards of health and safety, food hygiene, safeguarding and professional conduct within all learning environments.
- Develop learners' employability skills, professional behaviours and industry knowledge to prepare them for progression into employment, apprenticeships or further study.
- Contribute to the development, review and enhancement of curriculum materials, schemes of work and learning resources.
- Establish and maintain effective relationships with employers, industry partners and stakeholders to ensure curriculum relevance and create opportunities for learners.
- Participate in quality assurance and improvement activities, including course reviews, internal verification, standardisation and inspection preparation.
- Maintain accurate and timely learner records in line with college policies and awarding body requirements.
- Champion equality, diversity, inclusion and sustainability throughout all aspects of curriculum delivery and learner support.
- Engage in continuous professional development to maintain vocational competence, teaching excellence and current industry knowledge.
- Contribute to student recruitment, enrolment, induction, retention and progression activities.
- Support the development and promotion of commercial activities, realistic working environments and enrichment opportunities that enhance the learner experience.
- Work collaboratively with colleagues across curriculum areas to support cross-college initiatives and strategic objectives.
- Ensure effective management and utilisation of training kitchens, equipment and resources to support outstanding teaching and learning.
- Maintain strong links with industry to ensure learners are exposed to current culinary trends, technologies, legislation and employer expectations.

Recording Achievement and Performance

- Maintain rigorous oversight of learner progress, achievement and performance, ensuring timely and accurate monitoring, tracking and reporting through In-Year Reviews, target setting and other college reporting processes.
- Provide proactive support and constructive challenge to learners to maximise achievement, addressing barriers to learning and, where necessary, implementing disciplinary procedures in accordance with college policies, maintaining comprehensive records of all interventions within Individual Learning Plans (ILPs).
- Monitor and analyse key performance indicators including recruitment, attendance, retention, achievement, progression and value-added measures against agreed targets and national benchmarks, identifying trends and implementing timely interventions to drive continuous improvement.
- Report learner performance, curriculum outcomes and emerging risks or concerns to the line manager on a regular basis, contributing to quality improvement and performance management processes.
- Ensure attendance, punctuality and learner engagement are monitored rigorously and recorded accurately in accordance with college procedures, taking prompt action to address concerns and support learner success.
- Ensure all learner absences, persistent lateness and welfare concerns are communicated to parents, guardians and employers within agreed timescales, typically within 24 hours, maintaining accurate records of all communications and actions taken.
- Implement effective intervention strategies for learners at risk of underachievement, poor attendance or withdrawal, ensuring appropriate support plans are in place to improve outcomes and retention.

- Use learner performance data to inform teaching, assessment and curriculum planning, contributing to the achievement of departmental and college performance targets.

Teaching, Learning & Assessment

- Desirable although not essential to hold a Level 5 Teaching Qualification (or equivalent) or be willing to work towards achieving one within an agreed timeframe.
- A recognised Assessor Qualification (TAQA, A1, D32/D33 or equivalent) is desirable.
- Deliver consistently high-quality teaching, learning and assessment that enables learners to make excellent progress, achieve their full potential and develop the skills required for employment or further study.
- Demonstrate specialist vocational and technical knowledge in professional cookery, hospitality and catering, ensuring delivery reflects current industry practices and standards.
- Plan, prepare and deliver engaging lessons and practical sessions that meet the needs of diverse learner groups and promote outstanding learner outcomes.
- Work collaboratively with tutors, teachers and support staff to ensure learning plans, schemes of work and assessment activities are effectively coordinated, reviewed and aligned across study programmes.
- Embed and proactively utilise Information Learning Technology (ILT), digital learning resources and innovative teaching approaches to enhance learner engagement and achievement.
- Deliver across a range of study programmes, qualifications and levels, from Entry Level to Level 3, adapting teaching approaches to meet individual learner needs.
- Deliver teaching and assessment across a variety of sites and settings, including daytime, twilight and evening provision, as required within contracted hours.
- Ensure all assessment decisions are valid, fair and reliable, complying with awarding body requirements and college quality standards.
- Provide timely, developmental and measurable feedback on assessed work in line with the College Assessment Policy, enabling learners to understand their progress and identify clear actions for improvement.
- Monitor learner progress closely and implement appropriate support, challenge and intervention strategies to maximise attendance, achievement, retention and progression.
- Embed English, mathematics, digital skills, employability, equality and diversity, safeguarding and sustainability themes within teaching and learning activities where appropriate.
- Participate fully in quality assurance processes, including lesson observations, standardisation activities, internal verification and curriculum review, contributing to continuous improvement and outstanding provision.
- Maintain professional and vocational currency through continuing professional development and regular engagement with industry to ensure curriculum content remains relevant, innovative and responsive to employer needs.

Liaison with learning support

Coordinate the effective use of learning support by the course team to ensure appropriate support is in place for all learners on your study programme, if required.

Meetings

Attend various meetings indicated in College calendar relevant to job role.

Learner recruitment and promotional activities

Undertake reasonable promotional and marketing activity as agreed with Curriculum Area Manager and within the parameters of the Collective Agreement taking part in key events open days, information evenings and interviewing students; developing new business.

1. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

2. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

3. Equal Opportunities

The College is committed to a policy of equal opportunities and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, sex, marital status including civil partnership, disability, age, sexual orientation, faith or belief, transgender, pregnancy and maternity, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriate special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College.

Yeovil College – Person Specification
Post: Part Time Chef Lecturer SPM

	Essential	Desirable
Previous Experience	• Experience of teaching in the specified area and knowledge of a range of courses; • Experience of delivering to students at the various Levels.	• Curriculum development; • Experience of, mapping, tracking, delivery of key skills and target setting; • Experience of tutoring students; • Flexible resource development. • Experience working with high needs and SEND learners
Qualifications	• Relevant qualification to catering/professional cookery up to Level 3. • Full Teaching Qualification (or willingness to work towards); • GCSE English and Maths at grade A-C.	• Level 5 Diploma in Education & Training or equivalent. • Assessors
Special Skills/Aptitudes	• Proven ability to create and maintain appropriate work systems; • Passionate about teaching and learning; • Proven ability to work as part of a team; • Evidence of high levels of student achievement.	• Evidence of capability with classroom based ILT.
Personal Attributes	• Good interpersonal skills, shown through your ability to communicate clearly with students, staff and others; • Able to work accurately under pressure; • Well organised, systematic approach to work; • Able to use your initiative; • Flexible approach to workload; • Confident in dealing with difficult and awkward situations; • High expectations of self and students.	

General	• Understanding of equality and diversity in a learning environment; • Ability to promote learning and opportunity for all; • Ability to work some evenings e.g. evening classes, Open Days and weekends by arrangement; • Car driver.	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional – Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as ‘desirable’ it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates’ ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as ‘spent’ under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our ‘statement on the recruitment of ex offenders’.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf