JOB DESCRIPTION

JOB TITLE: Programme Leader – High Needs (Hospitality & Catering)

ROLE OVERVIEW

Job Title: Programme Leader
Grade: Programme Leader
Faculty: Hospitality, Foundation Learning and Inclusion
Location: on site Tiverton
Responsible to: Head of Faculty

Key Objectives

To provide an outstanding learner experience through teaching, learning and assessment, enabling our High Needs students to maximise their potential. Lead aspects of learning and pro-actively engage in quality assurance and provide pastoral support.

1. Lead/co-ordinate teaching, learning and assessment for High Need learners.

2. Act as Tutor to groups of learners.

3. Lead on high standards of food preparation and service.

1. Teaching, Learning and Assessment:

1.1 Participate in the interviewing, enrolment, and induction of learners.

1.2 Provide teaching and learning whether in a classroom or kitchen.

1.3 Prepare schemes of work, lesson and assessment plans.

1.4 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course.

1.5 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.

1.6 Contribute to the wider enrichment of learners and support students' pastoral needs, including supporting them to meet their EHCP targets.

1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.

1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

1.9 Participate in appropriate quality assurance procedures.

1.10 Prepare learners for a range of accreditation and assessments.

1.11 Maintain accurate and detailed student records including setting targets, grades, monitoring and reviewing progress.

1.12 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.

1.13 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

1.14 Ensure the bursary students at the Centre for Progression students, Tiverton are provided appropriate lunches and snacks.

2. Tutor:

2.1 Provide time-tabled and funded, academic, vocational and pastoral support to students.

2.2 Provide teaching, learning and tutoring on both a group and one to one basis.

2.3 Maintain links with employers, parents, examination boards and take responsibility for the day-to-day needs of the students, including parents evenings and guidance evenings.

3. Programme Leadership:

3.1 Provide inspirational leadership of learning within a subject/programme area.

3.2 Contribute to the leadership of a programme area within the curriculum offer.

3.3 Contribute to the formation and monitoring of programmes of study and to write elements of the curriculum rationale.

3.4 Link with, inform and support colleagues within the programme area.

3.5 Contribute proactively to the quality assurance and the quality improvement of the programme, area and faculty self-assessment.

3.6 Contribute to the development of the subject/programme area, faculty and the College's strategic direction.

4. Additional Duties:

4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

4.2 Be responsible for safeguarding and promoting the welfare of learners.

4.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.

4.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Reviewed: July 2025

Person Specification

JOB TITLE: Hospitality & Catering (High Needs)

Assessment Criteria

- Evaluated on application form (A) and/or interview (I) and/or microteach (M)

Experience

Essential Criteria:

- Recent teaching and or training experience within the Hospitality Industry (A/I)
- Proven industry excellence as a chef and/or Front of House management
- Experience of achieving targets (A)
- Experience of supporting learners with additional needs

Skills and Abilities

Essential Criteria:

- Excellent verbal and written communication skills (A/I)
- Excellent time management skills (A/I)
- Ability to prioritise work and meet deadlines (A/I)
- Excellent organisation and scheduling skills (A/I)
- Ability to motivate and inspire learners (A/I)
- Attention to detail (A/I)
- Ability to record and report on progress (A/I)
- Excellent health & safety and food hygiene compliance

Desirable Criteria

- Experience of delivering bespoke courses, for example farm to fork (A/I)
- IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point) (A)

Personal Qualities

Essential Criteria:

- Enthusiasm and drive for all aspects of food and hospitality (A/I)
- Willing to share good practice (I)

- Ability to work effectively in a team and on own initiative with limited supervision (I)
- Willingness to undertake further training if necessary (A/I)
- Show patience and support for learners with additional needs

Qualifications

Essential Criteria:

- A recognised vocational qualification at Level 3 or above or equivalent industry qualifications and experience as a Chef or Front of House manager (A)
- Willingness to work towards and achieve TAQA (A1 and V1 or equivalent) (A)
- GCSE English & Maths at Grade C or 4 and above or equivalent (A)

Desirable Criteria

- Teaching qualification (DTLLS/ Cert Ed / PGCE) (A)
- TAQA (A1 or V1 or equivalent education (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)

Reviewed: July 2025

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.