

JOB TITLE: Programme Leader – Hospitality

ROLE OVERVIEW

Job Title: Programme Leader – Hospitality

Grade: Programme Leader

Contact Hours: 37 per week

Contract: Permanent

Faculty: Hospitality, Hair & Beauty

Responsible to: Head of Faculty

KEY ROLE OBJECTIVES

To provide an outstanding learner experience through teaching, learning and assessment, enabling 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
2. Act as Tutor to groups of learners
3. Lead on food production as required during lunch and evening dinner service in our award winning @ 34 Restaurant.

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.
- 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.

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: Sept 2026

Person Specification

Programme Lead – Hospitality

Assessment Criteria

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

Experience

Essential Criteria:

- Recent teaching and or training experience within the Hospitality Industry (A/I)
- Proven industry excellence as a chef (A/I)
- Experience of achieving targets (A)

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 engage with industry professionals (A/I)
- Ability to record and report on progress (A/I)
- IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point) (A)
- Excellent health & safety and food hygiene compliance

Desirable Criteria

- Experience of delivering bespoke courses to a range of partners (A/I)

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)

Qualifications

Essential Criteria

- A recognised vocational qualification at Level 3 or above or equivalent industry qualifications and experience as a Chef (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: Sept 2026

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.