**Buxton and Leek College (part of University of Derby)**

**Job Description**

# **Job Summary**

## **Job Title**

FE Lecturer in Catering

## **College/Department**

Buxton and Leek College

## **Location**

Buxton Campus

## **Job Reference Number**

0117-25

## **Salary**

£32,546 To £44,128 per annum

## **Reports To**

Curriculum Leader

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

To effectively carry out teaching and the management of learning across designated curriculum areas in line with the requirements of the duration and Training Foundation Professional Standards. To fully engage with and carry out all safeguarding responsibilities as required by the role.

## **Principal Accountabilities**

1. To be responsible for developing and co-ordinating a specific programme or development within a programme area or across the University.
2. To act as a personal tutor, course leader, and Lead IV as required.
3. To take an active part in course team meetings and activities.
4. To lead a team, if required.
5. To develop and maintain high quality standards in line with the demands of the Common Inspection Framework.
6. To participate in monitoring visits for students on work placement.
7. To take an active part in the University’s Staff Development Programme to ensure flexible and responsive curriculum delivery.
8. To take an active part in all extra curricula activities, including open days, recruitment events and external moderation processes.

### **General Duties**

1. To undertake such class contact duties for the grade as are laid down in the University Further Education (FE) Academic Contract.
2. To teach effectively (including the necessary preparation) using a variety of methods on appropriate programmes as directed by the subject Curriculum Leader.
3. To maintain currency with and operate within the demands of the Common Inspection Framework.
4. To assess and record students’ progress on a regular basis by appropriate means e.g. marking, profiles, learning agreements, action plans, records of achievement etc.
5. To respond to the personal and social needs of students in the learning situation.
6. To prepare programmes of work and lesson plans, set assignments, tests, examinations, marking schemes.
7. To ensure that all appropriate administrative records are accurately completed and maintained in accordance with University procedures, e.g. enrolment forms, attendance registers, student Individual Learning Agreements or training plans.
8. To ensure that students behave in a responsible manner to a high standard of safety in classrooms, practical areas and around the University campus.
9. To ensure relevant links with outside agencies, education support services, parents and employers.
10. To undertake any other administrative and teaching duties which may, from time to time, reasonably be required within the general level of responsibility of the post, as agreed with the Curriculum Leader.
11. To comply with the requirements of Health & Safety, other relevant legislation and University documentation.
12. To understand and comply with the University’s Equality and Diversity Policies.
13. To comply with copyright and software licensing legislation and related University procedures.
14. To undertake appropriate training and Continuing Professional Development activities as requested by the Curriculum Leader.
15. To work with support staff, programme and course teams as appropriate.
16. To participate in and contribute to curriculum development.
17. To ensure that the College’s Quality Assurance Procedures are completed and actioned.
18. To contribute to the marketing activities of the College.
19. To comply with the requirements of Safeguarding Children and Vulnerable Adults, Prevent, Health and Safety, Quality and other University policies including Equal Opportunities, Risk Management and Equality and Diversity.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Hold or be working towards a teaching Qualification e.g. BEd, Cert. Ed., DTLLs or equivalent
* Relevant degree or professional qualification or equivalent
* Level 2 Qualifications (either in Functional Skills or GCSE A-C) in both English and maths or a willingness to achieve within an agreed timescale

#### **Experience**

* Experience of delivering teaching or training programmes to post 16 age group
* Experience of delivering high quality provision in line with national benchmarks

#### **Skills, knowledge & abilities**

* Demonstrable evidence of ability to engage with learners to support high quality learning outcomes
* Detailed knowledge of appropriate qualifications associated with the subject area
* Knowledge of the latest developments in Education and Training
* A knowledge / awareness of and commitment to strategies which promote equality and diversity
* A knowledge of appropriate progression routes for learners
* Highly developed communication skills
* Ability to work effectively on your own and with a small team
* Well-developed administrative and organisational skills
* Ability to lead a team
* Good time management skills

#### **Business requirements**

* Completed DBS check with child barred list
* Prohibited from Teaching check
* A commitment to the principle of widening participation
* A commitment to continued professional development
* A commitment to the College’s values and behaviours
* Willingness and flexibility to travel and work between College and external sites in a cost effective and timely manner

### **Desirable Criteria**

#### **Qualifications**

* Assessor/Verifier Awards

#### **Experience**

* Experience of programme leadership and management
* Relevant industrial experience
* Experience of Internal and External Verification processes

#### **Skills, knowledge and abilities**

* Knowledge of the latest developments in Education and Training
* A knowledge of appropriate progression routes for students

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).