

**JOB DESCRIPTION**

<b>Job Title:</b>	Associate Lecturer Front of House
<b>Department:</b>	College of Food c/o School of Health, Sport and Food
<b>Contract:</b>	Permanent, Full-time
<b>Salary Range:</b>	£27,929 - £34,308 per annum
<b>Salary Grade:</b>	AC1
<b>Report To:</b>	Head of Department
<b>Job Purpose:</b>	To support the delivery of high quality, inspiring and inclusive learning opportunities for students to help them achieve their learning goals.
<b>Main Duties &amp; Responsibilities:</b>	<p><b>Learning and Teaching:</b></p> <ol style="list-style-type: none"> <li>1. Support learning activities on a range of courses and levels, including apprenticeship provision, as required.</li> <li>2. Support the development, planning and preparation of high quality, inspiring and inclusive Learning and Teaching (to include digital learning) materials, assignments, activities and assessments which support student learning, elevate the student experience and embed employability skills.</li> <li>3. Supervision, guidance and marking of students' independent, practical and specialist skills-based work; supervision of consultations/model interactions, where applicable.</li> <li>4. Provide formative feedback on students' work.</li> <li>5. Support student events/professional development/placement activities as required.</li> <li>6. Contribute to the development, promotion and marketing of new courses and new approaches to Learning and Teaching.</li> <li>7. Provide high quality academic, pastoral and personal support for students, including acting as a Personal Tutor.</li> </ol> <p><b>Administration:</b></p>

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	<p>8. Assist with the administration, enrolment and induction of students.</p> <p>9. Contribute to the review of learning programmes, including apprenticeship provision, e.g. retention, attendance, success, progression and student satisfaction. Retain accurate and up-to-date records.</p> <p>10. Contribute to student recruitment through participation in marketing and promotional events, such as open days/evenings.</p> <p>11. Work with Social Media Champions, as directed to showcase and promote courses, facilities and events.</p> <p>12. Responsible for equipment and materials within learning/practical areas; identifying and reporting faults as needed.</p> <p>13. Manage the ingress and egress of equipment/products used and loaned by students, as required.</p> <p>14. Oversee the closing of sessions; that students have replenished individual stock required for practical sessions (where applicable); practical/technical areas are cleared and safe.</p> <p><b>Liaison and Networking:</b></p> <p>15. Contribute to collaborative links with other programmes/subjects and develop internal networks.</p> <p>16. Develop links with external partners such as other educational bodies, employers and professional bodies to foster collaboration.</p> <p>17. Reflect and act upon feedback from students/peer observations to enhance contribution and practice.</p> <p>18. Share good practice in all aspects of the role.</p> <p><b>General:</b></p> <p>19. Engage in meaningful professional development and updating relevant to the University and School objectives.</p>
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	<p>20. Participate fully in team/Department/School meetings and planning activities.</p> <p>21. Participate fully in annual review and other University processes.</p> <p>22. Demonstrate a commitment to promoting the principles of Equality and Diversity.</p> <p>23. Duty of care in respect of Health and Safety of self and others.</p> <p>24. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>25. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>26. Any other duties commensurate with the nature and grade of the post.</p>
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\*The above does not represent an exhaustive list of duties associated with this role.

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**PERSON SPECIFICATION**

<b>Post:</b>	Associate Lecturer Front of House	<b>Weighted criteria</b>
<b>Experience:</b>		
1	Experience of supporting learning within a teaching or professional setting.	X
2	Experience in front of house Hospitality sector/environment	X
3	Previous experience in wine/drinks mixology	
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<b>Skills &amp; Abilities:</b>		
6	Effective oral and written communication skills in both individual and group situations.	
7	Suitable level of proficiency in ICT and understanding of its application to Learning and Teaching.	
8	High level of organisation and administrative skills.	
9	Ability to work independently, to take the initiative, and to innovate in Learning and Teaching; ability to work as a member of a team.	
10	Ability to relate to students with diverse backgrounds, ages and experiences.	
<b>Education &amp; Qualifications:</b>		
11	Level 2 & 3 Food and Beverage Service Certificates	X
12	Recognised teaching qualification or willingness to obtain	
13	Maths and English qualifications at Level 2 (GCSE C/4) or equivalent or a willingness to obtain	
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<b>Training &amp; Professional Development:</b>		
16	Evidence of relevant continual professional development.	
17	Willingness to engage in further training/development and pursue appropriate professional memberships, as required for the role.	
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<b>Other:</b>		
21	Flexible approach to work; willingness to undertake academic activities in the evening when necessary and participate in occasional weekend activities such as recruitment days.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
23	Commitment to delivering high quality services to students.	
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