

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Chef Instructor/Assessor 12 hours per week £29,376, per annum pro rata Closing Date: 14TH June 2019
Post Holder	
Accountable To	Curriculum and Learning Manager - Business, Events and Heritage Tourism
Responsible For	
Department	Business, Events and Heritage Tourism

Overall Purpose of Job
<p>The primary function is to develop the skills and understanding of students and trainees and provide support to them throughout their course of study. Prepare and serve food for a range of internal and external commercial events and functions.</p>

Main Duties and Responsibilities
<p>CORE KEY ACCOUNTABILITIES:</p> <p>Course Team Duties:</p> <ul style="list-style-type: none"> • Participate in Course Team meetings and provide feedback on issues impacting upon the student experience <p>Guidance and Support:</p> <ul style="list-style-type: none"> • Provide support to groups of students in accordance with College procedures • Maintain records of group student attendance and achievements <p>Delivering Lessons:</p> <ul style="list-style-type: none"> • Requisition and/or prepare materials for lessons as specified within job outline • Set up workshops/tutorial areas in advance of lessons • Provide skills demonstrations • Interact with students to monitor knowledge and understanding • Provide constructive feedback to learners on their performance <p>Assessment:</p> <ul style="list-style-type: none"> • Observe and assess students practical skill levels and their knowledge and understanding as it relates to the practical activity • Record results on assessment registers and other formal documentation such as Candidate Achievement Records • Assess workplace performance • Submit results to support service and where appropriate employers and/or training providers

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Supported Study / Skills Practice:

- Supervise and support learners
- Provide constructive feedback to learners on their performance
- Maintain an environment which is conducive to learning
- Support learners in the use of IT and specialist equipment

Commercial Activities

- Prepare and serve food for a range of internal and external commercial events and functions.

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB DESCRIPTION

PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
SCQF Level 7 qualified in Catering & Hospitality	E
Communications & numeracy	D

KNOWLEDGE	Essential or Desirable
Understanding of the range of skills to be delivered in Food Preparation and Cooking	E
Previous knowledge of delivering academic units	D
Ability to form motivating relationships with learners	E
Aware of strategies to engage young learners	D
Understanding of possible learning difficulties	D
Good communication skills with groups and individuals	E
Ability to work independently but recognise when to seek advice	E
Basic IT skills (word processing, use of internet, e-mail)	D

EXPERIENCE	Essential or Desirable
Industrial experience in Hospitality Industry	E
Teaching experience	D
FE Experience	D

INTERPERSONAL SKILLS & ABILITIES	Essential or Desirable
Confident	E
Friendly, outgoing manner	E
Well organised	E
Flexible	E
Hard working	E
Good team worker	E

OTHER ABILITIES/QUALITIES	Essential or Desirable
Good knowledge of social inclusion issues	E
Good knowledge of discrimination issues	E
Evidence of Continuing Professional Development	D

In-Post Training:

- Successful applicants will be expected to achieve Learning and Development units required for the post within 12 months. The College will allocate time and support to the successful applicant to achieve the units within the timeframe.

General:

- The above outline of major tasks and activities is not exhaustive. Postholders are expected to carry out activities within their ability/experience and within the overall remit of the post.
- The post will be operated on an annualised hours basis

Selection Activities:

- The selection activities used will depend on the Curriculum Area and specific nature of the Instructor role to be filled. The Recruiting Manager and HR Officer will discuss and determine the most appropriate activities at the Vacancy Requisition stage.