



JOB TITLE: Variable Hours Chef Lecturer in Professional Cookery and Patisserie
SALARY: LPS £33,722-£44,392 / UPS £46,629 - £51,498 per annum, pro rata





ABOUT UCM

University College Isle of Man (UCM) has a long-standing reputation for excellence in learning, training and education on the Island. We are proud to have inspired, challenged and empowered our students over the years to make a positive impact on the world around them.

Our vision is “to be recognised as a great place to learn and work, making a real difference to the lives of learners, and to act as a driving force in future skills development and sustainability for the Island” and our mission statement sets out how we will work towards this by providing “inspirational and inclusive education and training which is transformational”.

We offer a broad range of courses to meet the needs of the economy and the individual, and we support upskilling and retraining through full time, part time and work based flexible provision. Our courses are delivered across six campuses boasting fantastic facilities and we also deliver the Education Programme at the Isle of Man Prison.

In order to support staff excellence and wellbeing, staff have access to a wide range of professional development and social and wellbeing activities.

SAFEGUARDING

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of Children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board, Child Protection procedures and the school/service’s Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of



children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

KEY INFORMATION

Terms and Condition: Terms and Conditions of Service for Lecturers

Salary: LPS £33,722-£44,392/ UPS £46,629 - £51,498 per annum, pro rata

FTE: 0.2 - 0.8

Department: Hospitality and Catering

Responsible to: Head of Faculty Creative and Leisure Industries

Location: University College Isle of Man spans several sites, Homefield Road, the Nunnery Campus, Hills Meadow, Thie Ushtey, the William Kennish Building and Elmwood House.

The post-holder's main place of work is Homefield Road site, however you may be required to work at any of University College Isle of Man delivery settings, and lecturing hours may take place between 9 am and 9.15 pm determined by the needs of the curriculum.

Job purpose: The main purpose of the job is to deliver high-quality teaching, learning and assessment on a range of Further and/or Higher Education programmes and part-time courses.



The post holder will also undertake the role of course tutor, providing pastoral support for students as appropriate. In particular, you may be delivering modules on the FE programmes, HNC and Degrees in the following subjects: Professional Cookery and Patisserie.

MAIN ACTIVITIES

Employment duties will primarily be concerned with the lecturing, assessment and administration of a range of Further and Higher Education courses within UCM. Subjects taught may span a range of academic or non-academic qualifications and short courses.

SPECIFIC DUTIES:

1. Lecturing Role

- 1.1 Teaching a range of subjects in Further Education and/or Higher Education
- 1.2 Adapting strategies in order to meet the differing needs of students
- 1.3 Assessment of students' work in accordance with awarding body and partner institution requirements
- 1.4 Ensuring that quality assurance processes are carried out in accordance with UCM procedures and awarding body requirements

2. Administrative Role (Tutorial)

Undertake the role of course tutor for a course including:

- 2.1 Recruiting prospective students with other members of the course team
- 2.2 Supporting students throughout their study and activities at UCM
- 2.3 Maintaining student assessment records
- 2.4 Keeping the course under review with regard to up-to-date and innovative content, assessment, and teaching methods and materials
- 2.5 Undertaking regular progress reviews and maintaining records
- 2.6 Liaising with the Faculty and Programme Area Management
- 2.7 Organising and managing student placements, where applicable
- 2.8 Liaising with placement supervisors and monitors, where applicable



3. Administrative Role Lecturing

- 3.1 The development of up-to-date and innovative schemes of work, lesson plans and assessment plans
- 3.2 Maintaining accurate records of student attendance
- 3.3 Enrolment and end of academic year administration
- 3.4 Preparation and submission of students' assessments
- 3.5 Submission of estimates (where appropriate) of equipment and materials to maintain teaching resources
- 3.6 Planning and costing of external visits and ensuring compliance with relevant procedures
- 3.7 Maintaining necessary documentation for internal and external verification purposes
- 3.8 Attendance at Team and Faculty meetings

4. Pastoral Role

- 4.1 Support the students to adapt and thrive within UCM environment and to reach their full potential
- 4.2 Being sensitive to problems that may arise in areas of background, study, motivation and progress and to support individual students appropriately as the need arises
- 4.3 Promoting positive behaviour in accordance with UCM policy

5. Curriculum Role

- 5.1 Contributing to the further development of the curriculum by exploring new developments and quality improvement as directed
- 5.2 Contribute to the development of new courses as appropriate and if required teach own specialisms on new courses
- 5.3 Attendance at UCM and Faculty functions, e.g. Open Days, Staff Meetings, Enrolments, Induction Procedures, Parents' Evenings, Presentation/Award Ceremonies



6. Other Duties

- 6.1 Any other duties as reasonably directed, which may, from time to time, be necessary for the efficient and effective operation of UCM (e.g. cover for absent staff, invigilation of internal examinations, and involvement in appropriate enrichment activities for students)
- 6.2 Keep up to date with organisational communications

RELATIONSHIPS: Liaising with colleagues in the faculty and across UCM in the delivery of courses including student support and associated administration.

Liaising with external agencies, awarding bodies, employers and students as part of the process of ensuring the effectiveness and relevance of courses offered by UCM.



IS THIS THE RIGHT JOB FOR YOU?

Person Specification – Variable Hours Chef Lecturer in Professional Cookery and Patisserie

E – ESSENTIAL | D – DESIRABLE

A – APPLICATION | C – CV | P – PRE-EMPLOYMENT CHECKS | I – INTERVIEW

Specification	Essential/ Desirable	Evidence in Application/Interview/Pre- employment Checks
Qualifications		
A minimum Level 5 qualification OR A qualified Craftsperson OR Degree or equivalent qualification in Professional Cookery and Patisserie	E	CV
A recognised teaching qualification (or willingness to work towards achieving the qualification within three years of starting your role)	E	CV
Accredited Assessor and Verifier (TDLB 32/33/34, A/V and TAQA)	D	CV
GCSEs at grade C or above, in English Language and Mathematics, or equivalent qualifications such as level 2 Functional Skills English and level 2 Mathematics	D	CV
Experience		
Successful teaching, lecturing or training experience	D	CV/I
Successful sufficient relevant experience of working in the hospitality and catering Industry with emphasis on Cookery and Patisserie	E	CV/I



Curriculum development of vocational programmes	E	CV/I
Evidence of continuous professional development	E	CV/I
Experience of quality assurance processes and procedures	E	CV/I
Working with young people	E	CV/I
Knowledge & Skills		
A strong working knowledge of the Cookery and Patisserie subject area	E	CV/I
Effective digital literacy and administrative skills	E	CV/I
A good understanding of curriculum initiatives in FE and/or HE in relation to the subject area	E	CV/I
An understanding of the nature and ethos of vocational education and training	D	CV/I
Personal Qualities		
Ability to inspire, engage and support all students	E	CV/I
Academic and personal integrity	E	CV/I
Be proactive, work flexibly and collaboratively	E	CV/I
Effective team working and communication skills	E	CV/I
An ability to work to set deadlines	E	CV/I
Commitment to provide equality of opportunities and safeguarding children and young people and vulnerable adults	E	CV/I



Additional Requirements		
Isle of Man Worker	D	A/P
A full driving licence and access to own vehicle for business use	D	CV/I
Satisfactory Police (DBS) Check	E	P