

Job Description

Job Title:	Assessor/Trainer in Hospitality - Front of House
Responsible To:	Assistant Area Head
Line Management of other staff:	No
Location:	Colchester
Salary:	£28,644 - £32,238 per annum
Date of last review:	November 2023

Purpose Statement:

To train and assess candidates in our restaurant and reception area, to industry and awarding body standards on our hospitality courses.

Main Duties & Responsibilities:

1	To deliver using current up to date practices to train and assess the front of house element within hospitality area. Ensuring all student assessments are carried out to a high standard taking responsibility for the quality of work.
2	Liaise effectively with students, colleagues, customers and employers to meet set targets and support curriculum needs and development.
3	To promote and train all aspects of H&S, meeting the college and industry requirements.
4	To keep and maintain accurate records and documentation in line with Colchester Institute and awarding body policies.
5	To maintain the reception and restaurant area in-line with awarding body requirements.
6	To attend regular programme meetings and briefing sessions in line with curriculum policies.
7	To complete appropriate awarding body documentation and ensure compliance of required procedures as standardised and requested by line manager.
8	To monitor and assess students' progress including carrying out regular progress reviews and target setting.
9	To assist in the promotion and marketing of programmes within your team and centre of study.
10	Undertaking such other duties as may be required by or on behalf of the Colchester Institute provided that they are consistent with the nature of the post.
11	To develop and update personal professional expertise in the relevant areas.

12	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
13	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute