

Lecturer in Hospitality Management - Front Office Operations

Salary: Lecturer Scale

Responsible to: Academic Dean

The Position

As a lecturer you will be part of a curriculum team, contributing to the growth development and teaching of the Hospitality programmes delivered within the Asian Institute of Hospitality Management in Academic Association with Les Roches.

This includes the teaching and assessment of a range of Front Office courses such as Rooms Division, Property Management Systems (Opera), Concierge and Guest Relations, Housekeeping and HACCP.

This will be supplemented with a strong focus on retention, achievement and student success alongside pastoral support, curriculum design/development and ensuring a high standard of quality provision is offered.

Main Duties and Responsibilities

1. Teaching a wide range and levels of programmes, or specialist area, to an outstanding/good level
2. Prepare teaching and learning strategies with schemes of work and lesson plans
3. Liaise and work in partnership with Minor Hotel practitioners in the development of curriculum, schemes of work, lesson plans and teaching strategies
4. Develop innovative teaching materials and integrate these through various Information Learning Technology platforms
5. Setting, assessing and recording of students' work according to the procedures outlined by the Institute
6. Effective tutoring and supporting individuals, being responsible for classroom management and decision making
7. Timely marking of registers to ensure accurate data and early interventions in relation to attendance
8. Strong focus on understanding and the management of data in relation to retention, achievement and student success rates
9. Meeting deadlines as timeliness is paramount

10. Working under pressure whilst maintaining high standards
11. Developing curriculum to meet the demands of the Hospitality sector and local employers
12. Course moderation and tutor responsibilities
13. Implementing Quality Improvement Strategies to bring about improvement or maintain high performance
14. Effective resource management using student tracking systems and Management Information Systems to provide statistical data
15. Driving forward significant organisational development and change
16. Using data effectively to monitor the effectiveness of provision and to identify where early interventions are required
17. Preparing reports and references for students as necessary
18. Implementing and promoting curriculum development, participating in course reviews and evaluations and other curriculum procedures as required, coordinating the team where appropriate
19. Fulfilling the role of personal tutor as required
20. Liaising with internal and external bodies as appropriate
21. Having a flexible approach to attending open evenings, parents' events, promotional events etc
22. Participating in marketing, recruitment, research and consultancy activities as appropriate
23. Visiting students for assessment in the workplace when appropriate
24. Undertaking professional development to keep up to date with legislation, initiatives and good practice
25. Accompanying students on external visits as required
26. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety, Equality and Diversity and Safeguarding
27. Any other duties commensurate with the post

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the Institution, always in consultation with the post holder.