



Role Profile

Job Title

Hospitality and Catering Instructor

Salary range

29-47

Contract

Permanent

Main location

Portland College – Nottingham Hubs

Hours and basis

37.5 hours

Reports to

Education Team Leader

Date of issue

January 2026

Why Portland College Needs This Role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. The College has a successful Education department (Ofsted Outstanding). It recognises the importance of a holistic, person-centred approach in supporting learners to reach their potential. This role ensures learners receive vocational training in hospitality and catering that builds independence, employability, and confidence, whilst offering appropriate challenge and real-world skills.

What will you be doing?

- Supporting the delivery of high-quality, hands-on hospitality and catering sessions under the guidance of the Hospitality and Catering Industry Specialist Tutor
- Providing targeted support for SEND learners to enable access to vocational learning, independence skills, and industry-standard practices
- Supporting learners to develop practical skills in food preparation, customer service, kitchen safety, teamwork, and professional conduct
- Embedding employability, health and wellbeing, independence, and digital skills into hospitality and catering sessions
- Supporting learners to gain recognised qualifications or awards where appropriate
- Developing and maintaining a bank of accessible, differentiated resources to meet the needs of all learners
- Ensuring safe working practices, including compliance with Environmental Health Officer (EHO) regulations, PPE, and HSE standards
- Assisting in the development and operation of the FRW Campus coffee shop-style bistro, providing practical learning and community engagement opportunities
- Maintaining industry awareness through regular CPD and integrating updates into sessions
- Evaluating learner engagement, progress, and achievement, and contributing to reports as required
- Supporting LSAs or other support staff in the learning environment to ensure effective learner support

Key results we want to see from this role

- High-quality, hands-on vocational learning in hospitality and catering that meets industry standards
- To support learners achieving personal goals, independence, and employability outcomes
- To support learner engagement and full participation through differentiated, practical approaches
- Positive links developed with hospitality and catering industry and the local community
- Support for safe, professional, and well-managed learning environments across Nottingham Hubs



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Dimensions of the role

- Best practice teaching, learning and assessment in your given subject areas
- Day to day direction & supervision of LSAs in the learning environment

Key work relationships

Reports to: Hospitality and Catering Specialist Tutor / Education Team Leader

Works closely with:

- Curriculum Manager
- Progression Tutors
- Industry Specialist Tutor
- LSAs and Learning Mentors

Working Environment and working patterns

Working relevant hours to support business needs and generally Monday – Friday 08.45 – 16:45 with a 30-minute break

The role will be based at the Nottingham Hub but you are likely required to support the learner(s) off site and at other Portland provisions

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values. Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities

- Contributing to staff training and induction, ensuring all team members are equipped to support learners effectively.
- Engaging in ongoing CPD and reflective practice to maintain high standards in education and person-centred learning.
- Such other duties as the management may from time to time reasonably require.
- The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.