



### JOB DESCRIPTION LECTURER

<b>JOB TITLE</b>	Lecturer
<b>COMPANY</b>	Chefs Training and Innovative Academy (Pty) Ltd
<b>DIVISION</b>	Campus
<b>LOCATION</b>	Mbombela Campus
<b>POSITION TYPE</b>	Full Time
<b>SECOND LEVEL SUPERVISOR</b>	Academic Manager
<b>FIRST LEVEL SUPERVISOR</b>	Campus Principal
<b>FIRST LEVEL SUBORDINATES</b>	N/A
<b>SECOND LEVEL SUBORDINATES</b>	N/A
<b>INTERNAL CUSTOMERS</b>	All Departments
<b>EXTERNAL CUSTOMERS</b>	Prospective Students, Students, Alumni, Parents, Financiers, Industry Partners & Associates, Suppliers, Regulatory Bodies

<b>PRIMARY JOB PURPOSE</b>	To deliver engaging and high-quality instruction, facilitating students' learning and development within their field of study. This role involves preparing and delivering lectures, conducting assessments, and fostering an inclusive and supportive learning environment. The Lecturer is also expected to contribute to curriculum development, stay current with advancements in their discipline, and engage in activities that enhance the educational experience for students, ensuring they are equipped with the knowledge and skills required for academic and professional success.
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<b>KEY RESULT AREAS (KRA)</b>	<ol style="list-style-type: none"><li>1. Consistent delivery of engaging, well-organized, and clear lectures and practical lessons.</li><li>2. Timely, fair, and constructive feedback on assessments that helps students learn and improve.</li><li>3. Providing academic guidance, mentoring, and support to students.</li><li>4. Maintaining accurate records of grades, attendance, and progress</li><li>5. Evaluating student performance and providing feedback for improvement.</li><li>6. Ensuring alignment of assessments with learning outcomes and course objectives.</li><li>7. Staying current with developments in the subject area to ensure teaching content is up to date.</li><li>8. Contributing to the development and review of curriculum, ensuring it meets academic standards and industry needs.</li><li>9. Positive evaluations from students regarding the lecturer's teaching style, accessibility, and support.</li></ol>
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<b>DEGREE OF SUPERVISION</b>	Works independently. Self-motivated. Weekly meetings with First Level Supervisor. Reporting progress on complexed matters / challenges.
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<b>PLANNING NECESSARY IN THIS JOB</b>	Daily / Weekly / Monthly. Detailed planning of activities for the day / week / month assisting in direct reports and prioritising and reporting on results.
<b>WORKING ENVIRONMENT</b>	Lecturers requires both physical stamina and mental resilience. Lecturers often spend long hours on their feet, particularly during practical's, demanding a high level of physical fitness. Lecturers may need to lift heavy supplies, handle various kitchen tools, and work in heated or high-pressure conditions.
<b>JOB SPECIFICATION(S) MIN REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Tertiary qualification equivalent to NQF5 (City &amp; Guilds / Highfield Diploma in Culinary Arts and or Patisserie - theory and practical)</li> <li>2. Conduct Outcomes-based assessment (Assessor training)</li> </ol>
<b>MINIMUM REQUIREMENTS: SKILL / KNOWLEDGE</b>	<ol style="list-style-type: none"> <li>1. Deep understanding and knowledge of subject area.</li> <li>2. Ability to convey information in an engaging, clear, and accessible way, adapting communication styles for different audiences.</li> <li>3. Proficiency in lesson planning, delivering lectures, and using various teaching methods and technologies to enhance learning.</li> <li>4. Skills in capturing and maintaining student interest, delivering content with energy, and managing classroom dynamics.</li> <li>5. Ability to support, guide, and mentor students, addressing their needs, concerns, and unique learning styles.</li> <li>6. Skilled in designing and grading assessments, providing constructive feedback, and evaluating student progress.</li> <li>7. Capacity to adapt to different teaching environments, embrace new technologies, and respond to curriculum changes or student needs.</li> <li>8. Ability to manage time effectively, juggle multiple responsibilities, and keep course materials organized and up to date.</li> <li>9. Quick thinking and adaptability to handle unexpected challenges in the classroom or related to student needs.</li> <li>10. Building positive relationships with students and colleagues, working collaboratively, and demonstrating empathy and understanding.</li> <li>11. Commitment to continuous learning and improvement, keeping up with advancements in the field and teaching methodologies.</li> <li>12. Awareness and sensitivity to cultural diversity within the classroom, creating an inclusive environment for all students.</li> <li>13. Proficiency in relevant educational software, presentation tools, online learning platforms, and classroom technology.</li> <li>14. Strong Administrative skills.</li> </ol>
<b>LEGAL REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Clear Criminal and Credit Check.</li> <li>2. Valid South African ID / Passport or Valid Work Permit.</li> <li>3. Valid and up to date driver's licence.</li> <li>4. Legal, Valid and Authentic Certificates of Qualifications.</li> <li>5. Legal, Valid and authentic Transcripts of Qualifications where applicable.</li> </ol>

<b>EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. 2 - 3 years solid experience in the Food Industry</li> <li>2. 1 - 3 years solid lecturing experience</li> </ol>
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## **JOB DESCRIPTION**

### **Administrative Duties**

- Record and submit student attendance to TSS or in the absence of TSS to the Principal daily as per OHS requirements.
- Communicate all relevant information regarding a student's education at CTIA with students, guardians and financiers to ensure the success of the student.
- Mentor students to ensure the successful completion of their CTIA course.
- Communicate with the campus principal any condition or event which may affect the wellbeing or success of a student.
- Refer all relevant complaints to the campus principal.
- Report any medical condition that may affect the performance or wellbeing of any student to the campus principal.
- Plan and execute student induction.
- Track the progress of students on online learning and guide students towards success.
- Monitor and record all infractions of rules and regulation by students.
- Enforce CTIA rules and regulations.
- Immediately notify the campus principal if and when a serious infraction takes place.
- Schedule classes, tests, practical assessments and exams in accordance with the campus global calendar.
- Any changes to the schedule must be approved by the campus principal.
- Check and acknowledge emails daily and action promptly.
- Prepare and develop course and teaching materials where required.

### **Theory Class**

- Prepare for theory classes by reviewing available learning materials (Manuals, presentations and online learning).
- Identify and procure additional resources or media if required to enhance the lecture (pictures, video clips, reading material, book references, team building exercises etc.).
- Test theory venue equipment before conducting a class (Projector, LCD, speakers etc.).
- Ensure all classes are clean and set up accordingly (Tables, chairs, air conditioning, lighting etc.).
- Deliver theory classes by making use of learning materials and additional resources.
- Guide class discussions, whilst encouraging debate and feedback amongst students.
- Ensure class is reset and clean after the class.

### **Practical Class**

- Check that all ingredients required according to recipes and requisition is available the day before conducting the class.
- Prepare for practical classes by reviewing learning materials and recipes.
- Communicate content of practical class to students to ensure adequate preparation for classes by students.
- Setup ingredients station and check that all required ingredients are available in their required quantities and ensure the quality is adequate.
- Check equipment and facilities before delivering a class.
- Pre-portion ingredients to discourage excessive use by students but do not deprive students of a learning opportunity.
- Start the class with a briefing on the products to be made, outcomes for each recipe and how the products will be finished for the day. This should be illustrated on a whiteboard (or similar).
- Practically demonstrate products by making use of learning materials and recipes.

- Ensure demonstrations are easy to understand and that the objectives are clearly stated and illustrated. Finish products accordingly by plating or garnishing appropriately.
- Control the use of ingredients to ensure sufficient ingredients for all students, use recipes as reference.
- Assist and guide students during class.
- Facilitate and participate in the clean-up of practical venue.
- Complete and submit a check list to verify that the venue has been cleaned to set specifications.

### **Assessments**

- Apply assessment principles by means of guidelines and methods to evaluate student learning progress and understanding. These assessment tools should be used to ensure fairness, provide constructive feedback, and use results to guide further instruction which will create a supportive environment that promotes learning and growth to students.
- Print and secure assessment materials at least a day before they are required.
- Ensure all assessment materials are stored safely.
- Submit completed assessment materials to TSS for capturing and moderations.
- Prepare for formative assessments by evaluating assessment materials and ensuring students were prepared for the assessment.
- Invigilate formative assessments to established standards.
- Mark and record assessment results.
- Instruct and guide students as to how to complete assignments.
- Review assignment progress with checkup dates.
- Mark and record assignment results.
- Prepare for formative assessments by evaluating assessment materials and ensuring students were prepared for the assessment.
- Conduct formative assessments of established standards.
- Record assessment results.
- Prepare for summative practical assessments by evaluating assessment materials and ensuring students were prepared for the assessment.
- Prepare for summative assessments by reviewing assessment criteria and ensure alignments to curriculum requirements.
- Enforce summative assessment rules and regulations.
- Schedule, monitor and assess reassessments.
- Assist the internal verifier with internal verifications requirements.
- Comply with any findings or judgements made by the internal verifier regarding academic operations and assessments.

### **Operational Duties**

- Complete a requisition for all ingredients, materials and equipment required and submit them on specified date as required by the campus principal (may change due to operational requirements).
- After delivery and prior to the ingredients being required (Ideally the day before) a check must be performed to ensure that the ingredients are of sufficient type, quality and quantity.
- Use equipment with respect.
- Any broken or faulty equipment must be isolated to prevent injury or further damage.
- Report on faulty equipment.
- Any shortage of equipment must be reported to the campus principal.
- Report on any required facilities maintenance.
- Perform basic maintenance tasks.
- Prepare for industry board meetings.
- Review of industry board decisions.
- Perform industry visits using personal vehicles.
- Assess students' progress during industry visits.
- Record required information during industry visits.

- Report any student matters that need to be addressed to the campus principal.
- Prepare regular reports on the status of accounts receivable and outstanding debts for management.
- Monitor and report on the institution's cash flow related to student fee collections.
- Assist in preparing financial forecasts and budget reports as they pertain to income from student fees.

#### **Open days, Marketing events and Functions**

- Participate in open day planning sessions.
- Review CTIA prospectus, course prices, payment options, application and enrolment processes to assist sales staff during open days.
- Plan and execute demonstrations on open days.
- Participate in open days and ensure success of event.
- Promote CTIA during open days.
- Participate in the planning and execution of CTIA Marketing events and Functions including but not limited to school expos and demonstrations

#### **Professional Conduct**

- Maintain a purely professional manner always.
- Continually give assistance to a student.
- Treat all students respectfully.
- Strive to create an atmosphere that will nurture and fulfil the potential of each student.

#### **Ad-hoc Duties**

- Assist with any ad-hoc duties in support of the academic department of CTIA.