

Wine Business Lecturer	
Reporting to:	Assistant Curriculum Manager
Working Hours:	Full Time
Position Code:	PC A1T & A1
Salary:	Scale point 23 - 28
Annual Leave:	37 days, plus 8 bank holidays, and up to 5 days during Christmas closure

Job Purpose

To be part of a great team here at Plumpton, teaching and inspiring the next generation of top wine business students who will lead the industry nationally and internationally in the future. By delivering highly effective teaching, learning and assessment and support students to maximise their potential and to make positive progress towards their timely success and future study and employment. The ideal candidate will be able to demonstrate a profound knowledge of wines of the world, wine sales, import/export, wine legislation, costs and margins, some business accounts, wine marketing/branding and some hospitality.

Duties and responsibilities of the job

1. Lead Curriculum Planning and Quality Assurance

a. As directed by the Programme Manager and the ACM plan, prepare, teach, assess, report and monitor to ensure each highly effective lesson to a consistently good or outstanding standard. Share teaching, learning and assessment (TLA) good practice and celebrate students' and others' successes.
b. Conduct initial assessments and record within the Student Individual Learning Plan, adapt teaching delivery to meet the requirements of the plan and monitor student progress frequently and report to Programme Manager.
c. Prepare and effectively use schemes of work and lesson plans in line with college processes.
d. Take ownership of programme KPIs, using value-added and national benchmark data to drive improvements, set targets, and support self-assessment and quality improvement planning.
e. Work to ensure high levels of student attendance in all sessions and prompt completion of registers.
f. Participate in internal quality assurance activities in collaboration with the Quality Team and ensure standardisation across assessments.
g. Contribute to curriculum innovation, programme development, and revalidation in partnership with internal and external stakeholders.

h.	In liaison with the Director of Wine and with support from the Health & Safety Team, ensure the implementation of the Health and Safety Policy to all programme activities, on and off site.
i.	Use and apply modern technology in TLA to enhance the learning experience and support progress for students, e.g., specialist software/resources, working to the college VLE standards.
j.	Ensure cohesive assessment plans are in place for all students across your allocated teaching to ensure effective student progress.
k.	Mark and assess course work and provide effective verbal and/or written feedback to support progression in line with awarding organisation requirements and college processes.
l.	Monitor tracking of individual student progress across programme(s) and ensure action is taken to improve progress where possible.

2. Tutoring

a.	Using initial assessment and other information to write and distribute student profiles for all tutees.
b.	Work as a personal tutor, co-ordinated by line manager and the Director of Wine, and engage with student services as required.
c.	Participate in student interviews and plan and deliver taster days, 'keep warm' activities, welcome days, enrolment and induction activities.
d.	Support students through enrolment and induction.
e.	Complete one to one tutorials with students, review and set targets and record progress and outcomes on Pro Monitor or any other agreed format set by the college.
f.	Support students to participate in, and gain value from, the cross-college tutorial programme, developing personal, employment and study writer skills, including careers guidance.
g.	Ensure the effective use of value-added data and systems to plan and support individual student progress across allocated programme(s).
h.	Ensure the College's value-added system is used to support emotional, social and employability skills alongside students' studies.
i.	Prepare student reports and contribute to parents' evenings and provide employers with progress updates as appropriate.
j.	Use the College disciplinary process as a positive way to support student success.

3. Teaching, Learning and Assessment Excellence

a.	Deliver consistently high-quality lessons and model best practice to support a culture of continuous improvement.
b.	Ensure that all teaching is well-sequenced, inclusive, and informed by learner needs, using appropriate digital tools and learning technologies.
c.	Support colleagues to implement effective teaching and assessment strategies, maintaining high standards of feedback and stretch.
d.	Monitor attendance for all students, student targets for improvement are set, ensure actions are taken and appropriate third parties are informed

e. Share responsibility for the standard of teaching across the programme and facilitate collaborative planning and reflective practice.
f. Contribute to the programme development by providing subject specialist information.

4. Support Staff Development and Team Coordination

a. Participate actively in your own continuous professional development, including appraisals, CPD activities and maintaining a professional development portfolio.
b. Attend and contribute to standardisation and moderation meetings and support new team members to understand course expectations and procedures.

5. Contribute to Strategic and Operational Priorities

a. Support recruitment, marketing and employer engagement activities including Open Days, interviews, and curriculum planning.
b. Promote equality, diversity, and inclusion across the course, addressing the needs of underrepresented or vulnerable learners.
c. Implement safeguarding responsibilities in line with college policies and procedures.
d. Maintain accurate destination data to inform self-assessment and ensure strong progression outcomes.
e. Any other duties connected with the post as are reasonably required from time to time.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
Hold a relevant teaching qualification appropriate to the level of the programme or demonstrate equivalent professional experience and a willingness to gain a teaching qualification.
Extensive industry or sector experience, with strong subject knowledge in key areas relevant to the curriculum.
Experience of teaching and assessing with the ability to deliver consistently good or outstanding lessons.
Excellent communication and interpersonal skills.
Competency in English and maths, evidenced by Level 2 or higher qualifications in both subjects.
A strong commitment to student success and progression, with evidence of achieving good or better outcomes against key performance indicators.
A collaborative and team-oriented mindset, with a desire to contribute to a high-performing department and wider college goals.
Strong problem-solving skills and a flexible, adaptable approach to change and innovation.

A clear understanding of student needs and strategies to support diverse learners effectively.
Willingness and ability to develop curriculum content, teaching and learning resources, and assessment materials in line with subject specialisms.
Proficient in the use of IT and digital learning tools to support teaching, learning and administration.
A well-organised and highly effective teacher, with evidence of consistently achieving good or outstanding observation outcomes and modelling best practice.
Desirable criteria
Research experience with knowledge statistical analyses.
Hold a master's degree, Doctorate, or equivalent postgraduate qualification.
Hold a recognised leadership or management qualification and/or have relevant supervisory or team leadership experience.
Evidence of successfully raising academic and/or pastoral standards in previous roles.
A clear understanding of safeguarding and student welfare, with knowledge of best practice in supporting wellbeing.
Proven ability to lead improvements in teaching, learning, and assessment across a programme or curriculum area.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday, but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, plus 8 bank holidays (pro rata) and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave will be booked on-line via the HR/Payroll system.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed, and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Teacher Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is access to a free on-site gym, Employee Assistance Programme, Cycle to Work scheme and staff discounts.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on

grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.