

Group Member:		Leeds City College	
Job Title:		Butchery Learning and Development Manager	
Reports to:		Deputy Head of Apprenticeships and Commercial.	
Job Grade	T4	Department	School of Travel Food and Drink.

ROLE SUMMARY:

Skilled Butchery Professional with extensive experience in apprenticeship delivery, employer engagement, and learner development, combining operational excellence with a passion for vocational education and industry standards. Experienced in managing end-to-end apprenticeship journeys, building strong employer partnerships, and ensuring high-quality, compliant, and timely training delivery across both college and workplace environments to ensure growth.

The post holder will provide current subject expertise and lead on curriculum delivery for this area while ensuring the team remain up to date with the latest sector developments through continuous professional development and industrial updating. Experienced in building aspirational employer links, driving high standards of pedagogical practice, and supporting excellence up to Level 3 delivery. Responsible for ensuring the Butchery retail counter is fully stocked, well-maintained, profitable, and seasonally innovative, showcasing apprentices' practical skills and creativity within the college learning environment.

SPECIFIC ROLE RESPONSIBILITIES:

1. Lead and deliver high-quality teaching, learning, and assessment within the Butchery department, ensuring excellent apprentice engagement, attendance and achievement through embedding and tracking of key milestones.
2. Develop and strengthen internal and external stakeholder relationships to support growth, progression and commercial opportunities.
3. Provide current professional and academic expertise to enhance learner progression and promote involvement in relevant competitions and events at local, national, and international levels.
4. Support the development of new curriculum content, delivery methods, and CPD in line with Skills England apprenticeship reforms and Department for Education (DfE) funding rule updates, ensuring quality, compliance, and continuous improvement.
5. Share specialist expertise to deliver high-quality CPD, industry updates, and academic development for both internal teams and external stakeholders.

6. Maintain and develop strong links with End-Point Assessment Organisations (EPAOs) and awarding bodies to ensure departmental excellence, rigorous apprenticeship assessment, and successful learner outcomes.
7. Lead on and act as the main point of contact for all Internal Quality Assurance (IQA) duties, ensuring robust quality standards, compliance, standardisation, and continuous improvement across apprenticeship delivery and assessment practices.

CORE RESPONSIBILITIES:

1. Deliver high-quality, aspirational teaching, learning, and assessment across the Butchery department, ensuring excellent learner engagement and achievement.
2. Contribute specialist subject knowledge to develop innovative pedagogical approaches, including the creation of online learning resources to support hybrid delivery methods.
3. Oversee, plan, prepare, and develop training plans, teaching resources, learning materials, and assessment plans for all Butchery apprenticeship programmes.
4. Line management of Butchery Learning Coach/Assessor and support team members in maintaining up-to-date subject knowledge and equip them to motivate, inspire, and develop apprentices for workplace success.
5. Reflect on and apply effective teaching and learning strategies to meet diverse learner needs and personalise the learning experience.
6. Lead the development and adaptation of curriculum delivery to maximise effectiveness, efficiency, and learner outcomes.
7. Monitor and record apprentice progress, ensuring both individual and group targets are achieved successfully.
8. Develop and implement effective assessment activities, ensuring timely, constructive feedback that motivates apprentices and provides clear progress visibility for employers.
9. Support course marketing activities and provide high-quality Information, Advice and Guidance (IAG), including open days, enrolment, induction, and learner transition support.
10. Contribute to course-level self-assessment reports and maintain quality improvement plans to drive continuous improvement.
11. Take a key role in internal and external quality assurance processes, including learning walks, lesson observations, and marked work audits to enhance teaching, learning, assessment, and feedback.
12. Lead internal verification, moderation, and Internal Quality Assurance (IQA) processes to maintain compliance and high standards.
13. Ensure apprenticeship achievement outcomes meet or exceed national benchmark rates.
14. Support the preparation, delivery, and invigilation of examinations across the wider group as required.
15. Lead on and maintain oversight and strategic direction of the Butchery commercial outlet, ensuring stock control, ordering, storage, profitability, and seasonal innovation are effectively managed.
16. Demonstrate flexibility to support occasional evening and weekend activities when required.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.

- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

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Department	Travel, Food and Drink

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criterion is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE)	A / C
E	Q2. Relevant highest level vocational / technical qualification or degree in teaching subject	A / C
E	Q3. Level 4 Internal Quality Assurance qualification	A / C
E	Q4. Level 3 assessor qualification	A / C
E	Q5. English and Maths at Level 4 or above	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Relevant recent experience in the subject sector area and clear expertise	A / I / P/ MT

E	EK2. Proven commitment to continuous professional development	A / I
E	EK3. Experience of positively managing student and group progression, advice and guidance in a training environment	A / I
E	EK4. Experience developing creative learning materials for groups of learners that support hybrid learning	A / I / MT
D	EK5. Experience of undertaking internal verification and moderation activities	A / I
E	EK6. Experience in participating in quality assurance and improvement systems	A / I / P
E	EK7. Recent delivery in FE or ITP sector delivering L2 and L3 standards/quals	A / I / P / MT
E	EK8. Evidence of securing outcomes in line with or exceeding national rates in specialist subject area	A / I / P

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Current expertise in the specialist subject Sector in FE	A / I
E	SC2. Able to demonstrate ability to remain current in the specialist subject area (e.g. through professional development, professional organisations, attendance at conferences, membership of communities of practice, exam board experience etc.)	A / I / P
E	SC3. Ability to work as a pro-active and supportive member of a team, with skills to lead in a particular area of the curriculum	A / I / P
D	SC4. Commitment to develop and deliver strategies to improve retention, achievement, success and attendance rates for groups of learners	A / I / P

E	SC5. Ability to plan and deliver quality teaching across identified cohorts	A / I
E	SC6. Ability to inspire and motivate learners to achieve their best	A / I / MT
E	SC7. Exceptional verbal, written communication and interpersonal skills	A / I / MT / P
E	SC8. Ability to provide productive insight into the review process and development of identified courses	A / I / P
D	SC9. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to relational practice approaches	I