
Role Description

Role Title: Lecturer – Counselling	Pay Grade: Lecturer Scale £31,437 - £ 39,296 pro-rata for part time roles
Normal Place of Work: Ashley Down	Line Manager: Programme Manager for HE
Normal Working Hours: 0.5 FTE Maternity Cover	Responsible For: N/A

BACKGROUND TO THE ROLE

The Health, Science, Education and Care department is a large and diverse and which delivers study programmes, adult professional programme and HE provision across Early Years, Health & Social Care, Applied Science, Education and Counselling.

The Counselling section runs a number of professional and HE programmes, aimed at aspiring practitioners within the field of Counselling and Mental Health.

Reporting to the Programme Manager the successful candidates could be required to teach across the level 4 and 5 Counselling Foundation Degree.

We would be interested in speaking to any potential candidates who would like to gain more information or insight about this role and we would be happy to arrange an informal discussion with our Head of Department, regarding any questions you might have. Please feel free to contact our HR department to arrange.

ROLE PURPOSE

- To plan and deliver high quality, imaginative and inspirational teaching and learning which meets curriculum requirements and the needs of all Learners on Counselling Courses.
- To maximise retention, achievement and success of learners.
- To work collaboratively and proactively with managers and colleagues to design, develop, manage and review programmes in the curriculum area, in light of stakeholder satisfaction and feedback.
- To ensure that individual learner needs are met in a responsive way, in line with the concept of inclusive learning, and an outstanding student experience.
- Learners with an enriched learning experience in their programme of study with the aim in supporting achievement and success, enabling them to achieve their aspirations.
- To plan, assess and monitor individual groups of learners throughout their programme of study
- To develop value added to the learner's aspirations and target grades.
- To plan effective lessons which meets the needs of a variety of learners from varied backgrounds and ability.
- Participate in course team meetings, management meetings and staff development activities

- To have experience of course leadership and IQA responsibility
- To participate in all internal and external quality assurance processes in line with the quality cycle and Higher Education external requirements.
- To fully engage with the College Mission and Values, ensuring that these are at the heart working practices.

PRINCIPAL ACCOUNTABILITIES

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

Heads of Quality	To provide data and information to support the College's self-evaluation and quality improvement processes as we as contribute to the College's ongoing assessments of the quality of teaching, learning and assessment
Awarding Bodies and Validating Partners	To ensure the quality of provision and compliance with awarding bodies' and/or validating partners' requirements for quality assurance.

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College.
- Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making.
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations.
- To actively promote and adhere to agreed College values.
- To engage in implementing changes, promoting innovation.
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development.
- To facilitate the achievement of the College's quality objectives including those from external bodies.
- To undertake other reasonable duties commensurate with the level of post.

Values

To role model the College values of: Honest, Ambition, Inclusive and Respect

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improve

Person Specification

	Essential	Desirable	How assessed *
QUALIFICATIONS			
Minimum of five GCSEs, including English and Mathematics at Grade C/Grade 5 or above (or equivalent qualifications)	✓		AF/Cert
A relevant degree qualification in Counselling	✓		AF/Cert
Hold a relevant Masters Level Qualification		✓	AF/Cert
Be a qualified supervisor		✓	AF/Cert
Teaching qualification (or preparedness to achieve one during the first two years' service)	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
At least 3 years as a practising counsellor as per the NCPS requirements.	✓		AF/IV
Up to date knowledge of the requirements of HE delivered in an FE setting.		✓	AF/IV
Knowledge of a range of methods which will motivate people to learn.		✓	AF/IV
Teaching experience and experience of delivering higher level programmes.		✓	AF/IV
Knowledge of progression opportunities in Counselling		✓	AF/IV
Evidence of recent and up to date continuous professional development.	✓		AF/IV
Knowledge of arrangements for safeguarding children and young people	✓		AF/IV
Knowledge and experience of strategies for improving learning outcomes for young people and adults		✓	AF/IV
Ability to demonstrate a contribution towards the retention and achievement for own programme/curriculum area.		✓	AF/IV
Knowledge and experience of the Common Inspection Framework and/or equivalent arrangements for Higher Education		✓	AF/IV
Knowledge and experience of OFSTED Frameworks		✓	AF/IV
Experience of developing learning resources for both face to face, blended and/or online delivery of learning		✓	AF/IV
SKILLS AND ABILITIES			
Experience of employer engagement Ability to establish positive relationships with employers, and coordinate work placement activity for our HE programmes, overseeing client hours and supervisor reports/feedback from employers.		✓	AF/IV
Good oral and written communication skills	✓		AF/IV
Able to plan and present an appropriate, interesting and motivating scheme of work.	✓		AF/IV
Competent with ICLT and using ICT for student communications, including assessment and feedback.	✓		AF/IV
A working knowledge of Moodle, Teams, Turnitin and Pro-monitor.		✓	AF/IV
Excellent interpersonal skills.	✓		AF/IV
Good planning and organisation skills.	✓		AF/IV
Good analysis, problem solving and decision-making skills.	✓		AF/IV
Ability to commit to the College values, in particular around embracing diversity and the welfare of learners.	✓		AF/IV
Ability to commit to continuous professional development, including engagement with relevant workplaces (industrial updating) linked to subject specialism.	✓		AF/IV
Ability to use IT at a level commensurate with job role.	✓		AF/IV
Willing to work flexibly, including evenings and weekends. As well as regionally/nationally, including working away from home.	✓		IV

***Assessment method:**

AF = Assessed via application form
AT = Assessed via test/work-related task

IV = Assessed via interview
Cert = Certificate checked at interview

**Signed:
Rebecca
Collins**

Head of Department – Health , Education, Care

Date 18/07/2023