
TITLE: Lecturer Counselling

GRADE: Hourly rate

RESPONSIBLE TO: Curriculum Manager in Teacher

PURPOSE OF JOB:

- To teach and assess learning on a range of Counselling courses, which include adult learners. Courses range from level 1 to level 6
- To work effectively as a member of the team, liaising with Deputy Curriculum Director and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's equal opportunities policies and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in the College's services;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To ensure that data is handled in line with the General Data Protection Regulations.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other lecturing staff:

- 2.1 To teach on a range of courses at College sites.
- 2.2 To be a personal tutor/course co-ordinator for a designated group of students within a range of courses.
- 2.3 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students.
- 2.4 To develop the curriculum in line with national requirements, local community needs, and the needs of employment.
- 2.5 To develop student-centred teaching and learning strategies, which contribute to, increased retention, achievement and progression.
- 2.6 To prepare and monitor appropriate syllabuses, schemes of work and learning outcomes.
- 2.7 To act as a leader/member of appropriate teams and to liaise with colleagues in the design, delivery and evaluation of all aspects of the course.
- 2.8 To provide regular feedback to students as identified in the College Charter, and to give group and individual tutorial support to enable them to achieve maximum benefit from their course or programme.
- 2.9 To observe procedures for student monitoring, discipline and complaints in accordance with the College Charter.
- 2.10 To liaise with employers and other agencies with respect of student placement supervision, course and assignment design, career and higher education opportunities.
- 2.11 To attend external courses and conferences as relevant to the work of the Programme.
- 2.12 To compile and maintain course records.
- 2.13 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible.
- 2.14 To follow all processes relating to qualifications and examinations, including registration and submissions to validating bodies, liaison with the College Exams Officer, moderators and external verifiers in accordance with college policy.

3. Particular to the Post:

- 3.1 To act as a study tutor for at least one group of students.
- 3.2 To participate in team meetings and contribute to planning, development and review activities, including course review, self-assessment and other College QI procedures.
- 3.3 To undertake data checks as directed by managers.
- 3.4 Where appropriate, undertake individual or collaborative research and consultancy work in consultation with the management of the faculty.

4. Person Specification:

- 4.1 English and Maths at GCSE grade C or above, or equivalent level 2 qualifications.
- 4.2 A relevant qualification at degree level or above in Counselling.
- 4.3 BACP .
- 4.4 A recognised Level 4 teaching qualification such as Certificate in Education. PGCE or equivalent, or willingness to obtain one within an agreed period of time.
- 4.5 Proven ability to teach a range of levels, from further education – Degree.
- 4.6 Strong IT skills and able to use ILT to support learning.
- 4.7 Proven ability to work both independently and collectively within a team and with a range of colleagues across college.
- 4.8 Excellent communication and interpersonal skills, both oral and written with the ability to work effectively with a wide variety of audiences both within and outside the college.
- 4.9 High level of organisational and administrative skills as required for this post.
- 4.10 Understanding of the need for, and commitment to an excellent pastoral care system to support students in their academic activities.
- 4.11 Relevant experience of working within the Counselling sector.
- 4.12 Proven experience of implementing quality processes to ensure good teaching and learning.
- 4.13 Emotional resilience in dealing with challenging behaviours.
- 4.14 Flexible 'can do' approach and willingness to work outside of normal office hours when required.

***All newly appointed lecturers will be expected to have a teaching qualification, or to demonstrate a willingness to obtain one at an appropriate level and within the timescale set out by Lifelong Learning UK, LLUK (formerly FENTO). Candidates will be supported in obtaining appropriate certification in-house or at other institutions.**

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.