

Job Description

Job role: Hourly Paid Counselling IV

Responsible to: Head of Health & Social Care & Early Years

Main duties:

Internal Verification

1. To ensure that students achieve their academic potential by contributing to the effective planning, outstanding delivery and implementation of formative and summative assessment in line with the awarding body requirements and the College Learning Framework
2. To develop and deliver best practice in learning, teaching and assessment
3. To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in the area of counselling
4. To internally verify students' work in accordance with the College and departmental assessment policies and awarding body requirements for CPCAB
5. To assess and record internal verification outcomes systematically using the recognised College systems and to follow up any actions in a timely manner
6. To internally verify marked work/observations in accordance to departmental policies, providing constructive oral and/or written feedback that clearly indicates strategies for improvement
7. To actively respond to strengths or areas for development from students' assessment results and to use this information to incorporate strategies to improve student performance and success rates whilst enhancing the learning experience
8. To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process
9. To undergo continuous professional development as appropriate and directed including, for example, standardisation events with the Awarding Body
10. To liaise with the Awarding Body external verifier visits in the role as internal verifier for the counselling courses

Qualifications

- ☐ GCSE maths and English grade C qualifications or recognised equivalent to be attained within the probationary period
- ☐ Degree or level 4 or 5 in Counselling

Knowledge

- ☐ Relevant and current subject knowledge in counselling

☐ Knowledge and understanding of excellent teaching, learning and assessment practices and quality assurance

Competencies

- ☐ Currently practising as a counsellor
- ☐ Be registered and recognised with BACP
- ☐ Have a proven successful track record of internal verification for assessment work with CPCAB
- ☐ Effective communication skills and able to work flexibly as part of the College team
- ☐ Able to act as a pastoral tutor

June 2017

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.