

# JOB DESCRIPTION

**POST TITLE:** LECTURER IN COUNSELLING (40%)

**POST NUMBER:** WREQ2202

**GRADE:** LECTURER SCALE

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## **JOB PURPOSE**

As Lecturer in Counselling, you will join a progressive and successful team delivering a range of full-time and part-time Further Education programmes within the Faculty of Education, Health, and Lifestyle.

## **KEY DUTIES AND TASKS**

As post-holder, you will be responsible to the Subject Area Manager, and ultimately to the Head of Faculty, for the following:

- Providing high-quality, innovative teaching, learning, assessment, and internal moderation across a range of Counselling courses and partnership delivery.
- Be responsible for ensuring high-levels of achievement and success.
- Foster effective and successful working relationships with industry professionals to enhance the learning and curriculum delivery.
- Contributing to the delivery, tracking, and monitoring of Maths and English performance amongst cohorts of students undertaking Counselling courses.
- Tutoring students, giving appropriate support and guidance to enable students to achieve their academic and vocational targets.
- Interviewing and giving guidance to potential students.
- Assisting students in their progression to either Higher Education and / or employment.
- Contributing to the development and continual improvement of courses, co-ordinating effectively with both staff and students.
- Being proactive in marketing / liaising with local schools, sector representatives, and employers with the objective of developing and enhancing programmes of study, ensuring targeted levels of recruitment, establishing strong partnership links, and raising the profile of the division.

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## GENERIC DUTIES AND TASKS

In addition to the requirements of the post above, all academic staff are required to:

- Complete all associated organisation / administrative work, preparation, and marking.
- Deal with immediate student disciplinary and welfare problems.
- Keep and maintain specified student and class records.
- Plan, prepare, develop, and evaluate courses and course materials, and supervise course provisions, where appropriate.
- Assist with administration, enrolment, pre-enrolment counselling, and identification of customer requirements.
- Participate in programme / school / college activities, as requested, including parents' evenings and recruitment activities.
- Participate and undertake Staff Appraisal and in-service training, based upon an assessment of individual service needs.
- Meet the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Policies.
- Undertake individual and / or collaborative research and consultancy work agreed by Weston College management, as part of the lecturers' current duties.
- Be prepared to operate on a flexible year, as required. Academic staff will normally be expected to work not more than two evenings per week, on average.
- Comply with Information Security requirements, in line with Weston College policy.
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.

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## **HEALTH AND SAFETY**

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **CONDITIONS OF SERVICE**

The College standard Contract of Service for Academic staff applies.

## **SALARY**

Lecturer Scale, Points 1-6: £9,488.80 to £12,530.00 per annum.

## **HOURS**

Hours of attendance: Part-time, 14.8 hours per week.

Teaching contact hours: 331.2 hours per annum.

Annual leave: 142.2 hours per annum, inclusive of statutory bank holidays and college closures.

*The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

**Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.**

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
Degree, or Professional Qualification, which is appropriate to the work.	✓	
Working knowledge of the Counselling industry.	✓	
Relevant occupational experience in one or more of the following areas: Mental health; Science based professions; Counselling and psychotherapy; Allied Health professionals.	✓	
Relevant professional body membership.		✓
Relevant successful teaching experience.		✓
Teaching Qualification. <i>All candidates for teaching posts must possess a recognised Teaching Qualification, or be prepared to gain this Qualification within the first two years of service, with the assistance of the College.</i>	✓	
Vocational Assessors Award.		✓
Knowledge and experience of current teaching and learning strategies.		✓
Computer literacy.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening, and responsiveness to students' needs.	✓	