JOB DESCRIPTION

JOB TITLE: Associate Lecturer - Counselling

ROLE OVERVIEW

Job Title: Associate Lecturer

Grade: Hourly Associate Lecturer + MFS

Department: Professional & Adult Learning

Location: Exeter College

Responsible to: Head of Faculty

KEY ROLE OBJECTIVE

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

MAIN RESPONSIBILITIES

1. Teaching, Learning, and Assessment

1.1 Participate in the interviewing, enrolment and induction of students.

1.2 Provide teaching and learning whether in a classroom or a workshop.

1.3 Prepare schemes of work, lesson and assessment plans.

1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.

1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.

1.6 Contribute to the wider enrichment of students and support students pastoral needs.

1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.

1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

1.9 Participate in appropriate quality assurance procedures.

1.10 Prepare learners for a range of accreditation and assessments

1.11 Maintain accurate and detailed student records, including the writing of reports and references.

1.12 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.

1.13 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. Additional Duties

2.1 Promote a teaching, learning, and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

2.2 Be responsible for safeguarding and promoting the welfare of students.

2.3 Undertale such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.

2.4 Promote and conduct our professional duties and responsibilities within the parameters of the College's agreed values and aims.

MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults that use the centre.
2. Commitment to Equal Opportunities.

This job description is current at the below 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.

Reviewed: March 2026

Person Specification

JOB TITLE – Associate Lecturer - Counselling

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Experience of counselling practice (A)

Desirable Criteria

- Experience of teaching in Further Education (A)
- Experience of teaching counselling (A)
- Experience of preparing learners for assessments (A)

Skills and Abilities

Essential Criteria:

- Excellent verbal and written communication skills (A/I)
- Planning, organisation, and time management skills (I)
- Ability to motivate and inspire learners (I)
- Ability to work to deadlines (I)
- Administrative and record keeping skills (I)

Desirable Criteria

- Demonstrable IT competency (A/I)

Personal Qualities

Essential Criteria:

- Flexible approach to working arrangements (I)
- Willingness to undertake further training if necessary (I)

Qualifications

Essential Criteria

- A Diploma in Counselling (level 4 equivalent) (A)

Desirable Criteria

- Teaching Qualification (A)
- Degree-level education (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and adults (I)
- Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability, or sexuality. (I)

Reviewed: March 2026

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.