

Job Description

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| Position: | Associate Lecturer – Psychology Psychotherapy and Counselling |
| School/Service: | School of Education & Psychology |
| Reference: | EDP-151/A |
| Grade: | Grade 6 |
| Status: | Permanent |
| Hours: | 1.0 FTE – 37 hours |
| Responsible to: | Dean of Faculty/Head of Psychology |
| Responsible for: | Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives. |

Main Function of the Post:

- To teach on undergraduate and postgraduate psychology programmes and to support the relevant subject specialist modules within Psychology Psychotherapy and Counselling programme.
- To develop and deliver outstanding research informed teaching.
- To contribute to the development of all facets of Psychology within the Subject group.
- To undertake research and scholarly activity and/or high level creative professional practice in the field of Psychology Psychotherapy and Counselling.
- To initiate and develop opportunities for employability for Psychology students and ensuring that programme content is linked to real world situations.

Principal Duties and Responsibilities:

1. Support the management and direction of students and learning resources as assigned by the Head of Psychology.
2. Develop and deliver resources, teaching materials and assessments to ensure they meet sector requirements and reflect relevant content and current practice. Undertake teaching observations.
3. Supervise the work of taught undergraduate/postgraduate and/or research students, as required.
4. Set, mark and assess students' work, ensuring learning outcomes have been met and feedback is both detailed and constructive.
5. Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field and to further the School's/University's standing in the HE sector and wider community.
6. Use initiative, creativity and judgement in the development of appropriate research methodologies to further scholarly/enterprise activity in the area.

7. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
8. Develop and monitor innovative and creative assessments which measure student performance and understanding, to ensure learning outcomes have been met.
9. Participate in the development of internal and external partnerships to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the Psychology subject area/University.
10. Teach on academic/research programmes across the Psychology subject area.
11. Engage with quality assurance processes/procedures to ensure that Psychology subject area/University standards are met.
12. Participate and contribute to University/Psychology subject area/Programme meetings/boards as appropriate to the role.
13. Contribute to appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Partner/Employee Visits) in order to promote the Psychology subject area and gain a better understanding of student/employee needs/expectations.
14. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.
15. Introduce new starters to the Psychology subject area, providing support and training on the skills, processes, systems and activities of the Psychology subject area.
16. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
17. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
18. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note:

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this appointment is subject to Disclosure and Barring Clearance

Person Specification

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| Position: Associate Lecturer in Psychology Psychotherapy and Counselling | | Reference: EDP-151/A | |
| School/Service: School of Education & Psychology | | Priority (1/2) | Method of Assessment |
| Criteria | | | |
| 1 | Qualifications | | |
| 1 a) | Honours degree in a relevant subject area (preferred specialism in Psychology, Psychotherapy and Counselling) | 1 | Application Form/ Documentation |
| 1 b) | A postgraduate qualification in relevant subject area | 1 | Application Form/ Documentation |
| 1 c) | A relevant teaching qualification and fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame | 1 | Application Form/ Documentation |
| 1 d) | Accredited with British Association for Counselling and Psychotherapy (BACP) or BACP registered and working towards accreditation requirements or BPS Chartered Counselling Psychologist or registered with an equivalent psychotherapy register. | 1 | Application Form/ Documentation |
| 1 e) * | Willingness to commence PhD/Professional Doctorate on appointment, or equivalent level qualification or exceptional achievements in the professional field see note 4* | 1 | Application Form/ Documentation |
| 2 | Skills / Knowledge | | |
| 2 a) | Able to contribute to the development and delivery of undergraduate/postgraduate programmes in the school. | 1 | Application Form/Interview |
| 2 b) | Demonstrable skills in the delivery of effective learning and teaching in Psychology, Psychotherapy and Counselling. | 1 | Application Form/Interview/ Assessment |
| 2 c) | Demonstrable interest/experience in counselling settings. | 1 | Application Form/Interview |
| 2 d) | Proven ability to work effectively independently and with others as a team member | 1 | Application Form/Interview |
| 2 e) | Able to operate systems and processes to enhance quality and teaching and learning excellence | 1 | Application Form/Interview |
| 2 f) | Ability and commitment to undertake appropriate subject specific research and/or enterprise activity and/or high-level professional practice within the field | 1 | Application Form/Interview |
| 2 g) | Knowledge and experience in supervising student work and providing appropriate support/feedback | 1 | Application Form/Interview |

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| 2 h) | Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research in the area of Psychology | 1 | Application Form/Interview |
| 2 i) | Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience | 1 | Application Form/Interview/ Assessment |
| 3 | Experience | | |
| 3 a) | Teaching, research and programme delivery experience | 1 | Application Form/Interview |
| 3 b) | Experience of contributing to and implementing quality assurance procedures | 2 | Application Form/Interview |
| 3 c) | Experience in using and developing new technologies and professional practice initiatives relevant to the subject area | 1 | Application Form/Interview |
| 3 d) | Experience of preparing proposals/applications to external bodies to secure funding and developing successful partnership arrangements with industrial/educational providers | 2 | Application Form/Interview |
| 3 e) | Experienced and able to publish results of research | 1 | Application Form/Interview |
| 3 f) | Experience in developing and delivering successful learning and teaching improvements | 1 | Application Form/Interview |
| 4 | Personal Qualities | | |
| 4 a) | Awareness of the requirements associated with operating within a customer service environment | 1 | Interview |
| 4 b) | Able to successfully lead and manage discrete projects | 1 | Interview |
| 4 c) | Able to critically reflect on all aspects of own contributions to the role | 1 | Interview |
| 4 d) | Able to network effectively with local/national employers and organisations | 1 | Interview |
| 4 e) | Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds | 1 | Interview |
| 5 | Other | | |
| 5 a) | Willing to undertake staff development, which may take place outside the University | 1 | Interview |
| 5 b) | Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act | 1 | Interview |
| 5 c) | Commitment to the University's policy on equal opportunities and diversity | 1 | Interview |
| 5 d) | Available to work flexibly and travel as appropriate in order to meet the needs of the service. | 1 | Interview |

Note:

- Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
- Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
- Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required

4. *The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.
5. It is the responsibility of the employee to ensure any professional registration/accreditation/membership remains current.