

## Job Description

<b>Position:</b>	Variable Hours Tutor (Lecturer in Counselling)
<b>School/Service:</b>	School of Education and Psychology (Counselling and Psychology)
<b>Reference:</b>	VHT-F0PS
<b>Grade:</b>	£42.62 per hour
<b>Status:</b>	Temporary (Part-time, hourly paid, as required)
<b>Hours:</b>	Approx. 9 hours per week (up to 250 hours in total)
<b>Responsible to:</b>	Head of School
<b>Responsible for:</b>	Supporting the delivery of Counselling and Psychology programmes

### Main Function of the Post:

- To contribute to the collaborative delivery of Counselling and Psychology programmes at the University.
- To undertake administrative duties and other non-teaching tasks in relation to student support, supervision, student feedback and the assessment of modules (within contracted hours).
- Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
- To bring current practice into the teaching of the subjects.
- To lead and contribute to teaching across all fields of Counselling and Psychology, and to access student work and attend relevant programme meetings.

### 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 were 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

<b>Position:</b> Variable Hours Tutor (Lecturer in Counselling)		<b>Reference:</b> VHT-F0PS	
<b>School/Service:</b> School of Education and Psychology		<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1</b>	<b>Qualifications</b>		
1 a)	Honours degree in the relevant subject area	1	Application Form/Documentation
1 b)	A masters qualification in counselling	1	Application Form/Documentation
1 c)	A relevant teaching qualification and/or 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 g)	BACP registration / accreditation	1	Application Form/Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Awareness of the principles of the Data Protection Act and Freedom of Information Act	1	Application Form/Interview
2 b)	Awareness of the requirements of Health & Safety within the work environment	1	Application Form/Interview
2 c)	Awareness of current academic and professional developments in counselling and psychotherapy	1	Application Form/Interview
2 d)	Good teaching, assessment skills and proven ability to lead others to learn	1	Application Form/Interview
2 e)	Able to communicate effectively with colleagues and students – both written and verbally	1	Application Form/Interview
2 f)	Up-to-date and effective application of ICT in teaching, scholarly activity and administration	1	Application Form/Interview
<b>3</b>	<b>Experience</b>		
3 a)	A track record of relevant teaching in the Higher Education sector	2	Application Form/Interview
3 b)	Experience of working as a counsellor / psychotherapist	1	Application Form/Interview
3 c)	Recent relevant curriculum development	2	Application Form/Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Awareness of the requirements associated with operating within a counselling service environment	1	Interview
4 b)	Able to work as part of a team	1	Interview
4 c)	Able to work individually under own initiative	1	Interview
4 d)	Able to critically reflect on all aspects of own contribution to the role	1	Interview

4 e)	Commitment to continuous improvement and creative ways of working	1	Interview
<b>5</b>	<b>Other</b>		
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

Notes:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. \*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.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of grade.