

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title of Post: Lecturer in Counselling
Grade: Grade 7
Responsible to: Programme Leader for Counselling

MAIN PURPOSE OF THE JOB

To undertake a range of teaching, knowledge exchange and scholarship activities, and other duties as a member of the team for Counselling but making contributions to other areas of the institution's portfolio as appropriate.

KEY TASKS

Teaching and Learning Support

Support in:

- The design and delivery of relevant programmes, at BGU, on-line and off-site, including the supervision of placement or work-based learning (using an appropriate range of teaching strategies).
- The design of teaching material and delivery either across a range of modules or within the subject area.
- Reviewing on a regular basis course content and materials, updating when required.
- Ensuring that course design, delivery and assessment comply with the quality standards and regulations of the University and department.

Further teaching responsibilities:

- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects, and/or field trips and, where appropriate, placements.
- Develop and apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- Contribute to the processes of annual monitoring, periodic review and inspection at a programme level.
- Monitor student progression and achievement.
- Provide appropriate support and advice to students.

Scholarship

- Undertake an appropriate level of knowledge exchange, publication and/or scholarship in a relevant discipline.
- Support the development and delivery of knowledge exchange projects and proposals.
- Support the identification of sources of funding and contribute to the process of securing funds.
- Apply knowledge acquired from scholarship/knowledge exchange to teaching and appropriate external activities.
- Write or contribute to publications or disseminate scholarly findings using other appropriate media.

Liaison and networking

- Participate in the recruitment, selection and admission of students.
- Participate in and help develop internal and external networks for the benefit of the University.

Managing people

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, supervise the work of others (e.g. as a module tutor).

Teamwork

- Act as a responsible team member and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.

Pastoral care

- Be responsible for the pastoral care of students within a specified area.

Planning and managing resources

- As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Assist the Programme Leader by contributing to the administration of programmes, including the preparation of documentation of designated modules.

General

- Maintain professional standards in relationships, including non-discriminatory practices.
- Participate in the wider academic and professional life of the University through membership of committees, working groups and examination boards and through attendance at other events as appropriate.
- Adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.
- Participate in relevant training and staff development activities.
- Undertake any other duties that may reasonably be required.

Performance Monitoring and Review

- Agree objectives and targets with the Line Manager in accordance with University priorities and to participate in the staff appraisal process.
- Provide written reports on activity as requested.

Health and Safety

- Discharge all relevant health and safety responsibilities.

MAIN CONTACTS

- Programme Leader for Counselling
- Members of the programme team

LIMITS OF AUTHORITY

- The post-holder must operate within the University's guidelines, procedures and regulations related to academic affairs.
- The post-holder must operate within all of the University's institutional policies and codes of practice.

PERSON SPECIFICATION

Lecturer in Counselling

	Essential	Desirable
Education/Qualifications and Special Training	<p>A relevant first degree.</p> <p>A relevant higher degree.</p>	<p>Fellowship of the HEA.</p> <p>PhD/EdD (completed or nearing completion).</p> <p>Member of British Association for Counselling and Psychotherapy.</p>
Knowledge and Skills	<p>Subject expertise in Counselling.</p> <p>Ability to plan, structure, deliver and assess programmes of study for a range of learners.</p>	<p>A grasp of the issues pertaining to widening access and participation.</p> <p>Specialist knowledge sufficient to support and deliver teaching and supervision up to, and including doctoral level.</p>
Experience	<p>Successful experience of teaching or working in Higher Education.</p>	<p>Track record of research publication/output.</p> <p>Experience of supervising students up to doctoral level.</p>
Personal Attributes	<p>Conscientious, flexible, enthusiastic, and self-motivated.</p> <p>Creative, progressive and forward thinking in solving problems.</p> <p>Student-centred; willing to offer help and support, approachable.</p> <p>Interest in, and a willingness to engage in the recruitment of students and the marketing of courses.</p> <p>Committed to the success of the Faculty and the University.</p> <p>Good personal organisation and meticulous attention to detail.</p>	