



## **JOB DESCRIPTION**

<b>Post ref:</b>	183
<b>Post:</b>	Lecturer in Level 4 Counselling
<b>Responsible to:</b>	Head of Curriculum (through the Curriculum Manager)
<b>Rewards package:</b>	£24,912 - £29,717, Access to Teachers Pension Scheme and 42 Days Annual Leave plus Bank Holidays
<b>Key responsibility:</b>	To assist in the development and delivery of the managed learning of students.

**Teaching Commitment:** To undertake 886 hours of teaching annually

### **Principal Duties:**

1. To be directly involved in the delivery and management of student learning within the Curriculum area.
2. To be fully conversant with course regulations and specifications for the defined area thus ensuring conformity and best practice.
3. To assist in the development and delivery of related programmes.
4. To liaise with other staff to ensure a high standard of teaching and learning.
5. To assist with securing quality improvement within the Curriculum area.
6. To assist with monitoring student recruitment, retention and achievement and take remedial action where necessary
7. To use effectively the systems used in B&FC (electronic or otherwise) to ensure student success, i.e. e-tracker, Moodle, internal verification; (this list is not exhaustive).
8. To be responsible for meeting recruitment targets including participation in interviews, Open Days and specific curriculum events.
9. To maintain an awareness of Health and Safety at all times and ensure that students are aware of safe practices and procedures.

### **Standard Responsibilities for all positions in B&FC:**

1. To fully adhere to all college policies and procedures.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equality and diversity throughout all College activities.
4. Blackpool and The Fylde College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment.
5. To show commitment to the College and its internal and external customers.
6. To work co-operatively with colleagues at all times.
7. Undertake any other tasks and responsibilities appropriate to the level of this post.

This job description is current at the date shown and may be amended after consultation and agreement between management and the post holder.

May 2019

## Person Specification

When completing your personal statement, please refer to the person specification below, ensuring the essential and desirable criteria for the post are clearly evidenced. Where an essential or desirable criterion is not met, this will not automatically exclude an applicant from consideration however; will be taken into account in the shortlisting process.

<b>Lecturer – Level 4 Counselling</b>	
<b>Personal attributes required based on Job Description</b>	<b>Essential (E) or Desirable (D)</b>
<b>Qualifications</b>	
1. Possession of a recognised teaching qualification (minimum level 5)	<b>E</b>
2. Level 2 English and Maths	<b>E</b>
3. Possession of a therapeutic counselling qualification (420 hrs) at level 4 or above.	<b>E</b>
4. Counselling supervision qualification or 1 year experience of providing supervision to groups or individuals in a counselling setting.	<b>E</b>
5. Member of a professional association for counselling and psychotherapy.	<b>E</b>
<b>Experience</b>	
1. Current counselling practitioner with 2 years supervised counselling practice or minimum 450 counselling hours.	<b>E</b>
2. Minimum of 2 years' experience teaching and assessing counselling qualifications at level 2, 3 or above.	<b>E</b>
3. 10 hours of personal therapy	<b>E</b>
4. Evidence of 30 hours per year CPD activity	<b>E</b>
<b>Knowledge, Skills and Abilities</b>	
1. Ability to respond to a range of learning styles	<b>E</b>
2. The ability to communicate in all forms clearly, succinctly and in a timely manner	<b>E</b>
3. Ability to develop learning resources to support the curriculum.	<b>E</b>
4. To be able to demonstrate skills in meeting a range of targets related to B&FC priorities e.g., recruitment, retention and attendance	<b>E</b>
5. To have effective administration skills to support teaching and learning.	<b>E</b>
6. Effective team working	<b>E</b>
7. Knowledge and use of ILT	<b>E</b>
<b>Further Requirements</b>	
1. Full UK driving license and access to a vehicle for business purposes or equivalent mobility (with the ability to maintain appropriate level of business insurance for car users)	<b>E</b>