

# Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:

Regulated Activity  Specified Place  Opportunity for contact with children

DBS checks required:

Enhanced DBS check

Barred list – Children

Barred list – Adult

**Closing date for receipt of applications:** Monday 20 January 2025 at 12 noon

## DEPARTMENT

### 0.5 Lecturer Coordinator in Counselling & Psychotherapy Studies

18.5 hours per week, permanent position to commence as soon as possible

**Post No.:** RS24/25/211

**Grade:** harmonised pay scale points 23-35 (£26,736.10 - £36,527.13 pro rata)

**Responsible to:** Relevant Director

**Supervisory responsibility:** No direct supervisory responsibilities

**Responsible for:** The effective and efficient teaching and coordination of courses within the relevant curriculum area.

**Objective of the job:** As above

Candidates for the post of **0.5 Lecturer Coordinator in Counselling & Psychotherapy Studies**, must possess the following qualities:

	Essential	Desirable	Where identified
<b>Qualifications</b>	Certificate in Education (or be willing to work towards within 2 years)  A minimum of a Level 7 qualification in Counselling, Psychotherapy Studies or other relevant subject.  Safeguarding Level 1 (to be achieved within 6 weeks)  Level 2 in Literacy (or willing towards within 2 years)  Level 2 in Numeracy (or willing towards within 2 years)	IT qualification  Level 2 Equality & Diversity  Degree  Level 3 Assessors Certificate  Level 4 Internal Quality Assurance/Internal Verification  QTLS	Application Form Certificates
<b>Experience</b>	3 years' experience of working in the field of Counselling or similar.  Recent experience of teaching on a range of courses in HE or a training establishment.	Recent experience of teaching on a range of courses in HE/FE.  Experience of working within a quality system.	Application Form References Interview

	Essential	Desirable	Where identified
	Recent sustained good or outstanding judgements and lesson observations (or have the ability to prove this in the interview process)		
<b>Knowledge and skills</b>	<p>Effective interpersonal, communication and liaison skills.</p> <p>Strong organisational/administrative skills.</p> <p>Ability to work as an effective team member.</p>	<p>Knowledge of MS Office software and ability to use packages to produce assessment and teaching materials.</p> <p>Ability to meet deadlines and achieve targets.</p>	Interview References
<b>Personal qualities, attitude and behaviours</b>	<p>Reliability, resilience, flexibility and adaptability.</p> <p>Ability to take initiative.</p> <p>Enthusiasm and commitment.</p>		Interview

## Section A • Primary Responsibilities

### 1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

### 2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

### 3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

### 4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

### 5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

## 6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

## 7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

## 8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) Plan, teach and assess on a range of programmes.
- b) Be responsible for the student learning outcomes including attendance, punctuality, student progress, achievement and success rates.
- c) Setting, recording and reviewing learner target to enable efficient monitoring and tracking of learner progress.
- d) Assisting with the identification and swift implementation of interventions needed to provide additional learning support.
- e) Assist with the development, delivery and evaluation of a range of teaching programmes.
- f) Coordinate and manage learning programmes.
- g) Undertake activities relating to student admissions.
- h) Be a personal tutor to a group or groups of students.
- i) Manage and supervise students on visits/ work placement programmes.
- j) Liaise with employers, parents and carers.

- k) Participate in the College's Continuous Professional development.
- l) Contribute effectively to the College's development and success, in accordance with College objectives, policies and procedures. Working within and implementing the College Quality Assurance System.
- m) Be responsible for the health and safety of students, ensuring that clear instructions are given in order to provide a safe learning environment.
- n) Undertake such other duties as requested by the Line Manager.

## Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name: .....

Signature: .....

Date: .....

**Last updated: December 2024**