

**Job Description**

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| Job Title: | Lecturer in Counselling /Psychotherapy |
| Faculty/Department: | Faculty of Health and Social Care |
| Reporting to: | Department of Health Technology and Perioperative Practice  (Post based at the Scarborough Centre for Healthcare studies – Scarborough campus) |
| Duration: | 0.6 Fixed term (2 years) |
| Job Family: | Academic |
| Pay Band: | 8 |
| Benchmark Profile: | Teaching and Scholarship Band 8 |
| DBS Disclosure requirement: | Yes |
| Vacancy Reference: | HS0044 |

**Details Specific to the Post**

**Background and Context**

The Scarborough Centre for Healthcare Studies is the Scarborough base for the Department of Health Technology and Perioperative Practice. Formerly the Centre for Employability and Professional Skills, the department offers a number of Foundation degrees and Top-up programmes suitable for practitioners working in health and social care; professional counselling services and with children, young people and families. The programmes are designed to enhance the existing knowledge and skills of practitioners and facilitate entry into a particular sector of the workforce. The centre is seeking to appoint experienced individuals with an established record of teaching and scholarship in Counselling/Psychotherapy to teach on all counselling provision offered by the centre.

### Specific Duties and Responsibilities of the post

The post holder will engage in a range of academic activities including teaching and scholarly activity, management and university citizenship. The role holder will have the ability to: design effective teaching materials; to deliver complex concepts and ideas and to accurately assess student progress. Role holders will have a substantial record of scholarly activity or be an experienced Counselling/psychotherapy practitioner. Post holders may be required to lead and teach modules such as Establishing a Professional framework, Core theoretical model, Counselling skills development and practice and Contemporary specialisms to students on the Theory and Practice of Counselling Foundation degree. Due to the programme design there is an expectation this role holder will be expected to teach in the evening.

In your covering letter please refer directly to the criteria given in the person specification below. Applications are assessed by the selection panel according to these criteria.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

This role will be carried out by individuals with experience in teaching usually by progression from the corresponding band 7 role. Direct appointments to this level may be made where it is clear the staff have appropriate experience.

At this level, role holders’ contribution spans scholarship, teaching, and related administration, though the weight allocated to each of these strands will vary from role to role and from time to time for individual role holders.

The role holder will:

* Design and deliver a broad programme of teaching, including identifying current areas for revision and improvement and contributing to the planning, design and development of objectives and materials.
* Conduct individual and collaborative projects including developing scholarly activity and proposals which will be advancing the state of knowledge in their particular discipline.
* Write individually or contribute to publications and present at conferences or other events.

Role holders at this level will be expected to be establishing a reputation nationally within their academic specialism.

**Main Work Activities**

### Teaching and Learning

* Design and deliver teaching material across a range of modules or within a subject area using appropriate teaching, learning support and assessment methods.
* Supervise student projects, field trips and, where appropriate placements.
* Identify areas where current provision is in need of revision or improvement.
* Contribute to the planning, design and development of objectives and material.
* Set, mark and assess work and examinations and provide feedback to students.

**Scholarly Activity**

* Develop programme related objectives, projects and proposals.
* Conduct individual or collaborative projects for programme development purposes.
* Identify sources of funding and contribute to the process of securing funds.
* Write or contribute to publications or disseminate programme outputs using other appropriate media.
* Make presentations at conferences or exhibit work at other appropriate event.

**Relationships and Team Working**

* Develop and build internal and external contacts which may include
* identifying sources of funding
* contributing to student recruitment
* securing student placements
* marketing the institution
* facilitating outreach work
* generating income
* obtaining consultancy projects
* Advise and support colleagues with less experience and advise on personal development.
* May be expected to supervise the work of others, for example, research teams or projects or as PhD supervisor.
* Act as a responsible team member and develop productive working relationships with other members of the team.
* Collaborate with colleagues to identify and respond to students’ needs.
* Act as programme leader/course leader/module leader.

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices. This includes undertaking mandatory equality and diversity training.
* Comply with University regulations, policies and procedures.
* Where a candidate cannot demonstrate experience of teaching and /or they do not already hold a Postgraduate Certificate in HE, they will be required to undertake a Postgraduate Certificate in HE if successful. Proven experience of teaching would include sufficient breadth or depth of specialist knowledge in the discipline and of teaching methods and techniques.

**PERSON SPECIFICATION – Teaching and Scholarship Band 8 Counselling/Psychotherapy**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | * Degree in a relevant subject area * Postgraduate award in a relevant subject area * Recognised professional accreditation (where appropriate) * Recognition at Fellowship level of the HEA within 1 year from commencement of the post | PhD in an area related to Counselling/Psychotherapy  A minimum requirement to be at Associate Fellow of the HEA or equivalent  Recognised teaching award / qualification | Application  Interview  Other |
| **Work Experience**  Ability to undertake duties of the post | **Evidence of:**   * Excellence in teaching from peer review, from student assessment/feedback, from examination results, from external examiner reports and from teaching awards * Ability to lead and teach modules in the following subjects: Establishing a professional framework, Counselling skills development and practice and Contemporary Specialisms * Evidence of a significant contribution to professional practice in Counselling/Psychotherapy | An established record of conference papers and/or professional practice publications | Application  Interview  Other |
| **Skills and Knowledge**  Includes abilities and intellect | **Evidence of:**   * An extensive knowledge and understanding of undergraduate provision (Department or discipline) * An ability to develop new materials and to actively contribute to assessments   An ability to communicate complex conceptual ideas to widely divergent audiences.   * Effective management of resources |  | Application  Interview  Other |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act 2010) | **Evidence of**:   * A positive contribution to University activities and initiatives including open days, graduation ceremonies, clearing etc. and willingness to undertake administrative activities * Working in an open and transparent way, providing information and communicating effectively with colleagues * Collaborative working, particularly on interdisciplinary activities * Continuous Professional Development |  | Application  Interview  Other |