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| **Job Title:** | Teacher - Counselling | **Post No:** |  |
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| **Curriculum Area:** | Curriculum & Operations | **Department/**  **Team:** | Care & Counselling |

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| **Reports to (job):** | Curriculum Leader |
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| **Responsible for (jobs):** |  |

# Job Purpose

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| **To carry out teaching and course administration within the teaching area with equal emphasis on Theory, Practice and Personal Development.** |

**Main Responsibilities**

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| 1. | Undertake formal scheduled teaching principally to the Counselling courses. |
| 2. | To ensure unit/subject/module administration and group tutorial duties, including  interviewing, induction and assessment (including satisfactory retention rates, exam  results), monitoring student progress, placement and destination, monitoring, review  and evaluation is achieved. |
| 3. | To assist in the development of learning materials and have available up-to-date syllabuses and schemes of work for all course/classes taught. |
| 4. | Set, mark and moderate examinations, assignments and tasks specified by examining bodies and to maintain records and report thereon as required. |
| 5. | Attend and participate in College and other team meetings. |
| 6. | Assist in the development, planning and organisation of courses and participate in course review, monitoring and evaluation processes. |
| 7. | Participate in marketing and promotional activities including liaison with employers and other outside bodies as required. |
| 8. | Undertake specific roles such as Personal Tutorship as required. |
| 9. | Continuously review and evaluate teaching/student learning methods and styles whilst maintaining an awareness of new developments and initiatives in Further and Higher Education. |
| 10. | Participate in appraisal and staff development based on individual, programme and college needs |
| 11. | Undertake development work within the disciplines as required. |
| 12. | Undertake general academic and administrative duties related to the work of the programme team and College. |
| 13. | Prepare personal class contact records in consultation with the curriculum leader |
| 14. | Shrewsbury Colleges Group actively promotes a ‘safeguarding’ culture. As such, employees are expected to carry out their role and responsibility in relation to student welfare. Employees are expected to access PREVENT and child protection training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of all students. We are committed to ensuring that all employees are supported in respect to their safeguarding duties. |
| 15. | Undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the College |
| 16. | Support and promote the College’s equal opportunity, diversity, health and safety, Prevent and other policies, processes and objectives |
| 17. | Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources. |
| 18. | \*\*To participate in exam invigilation as and when required\*\* |

### Person Specification

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| Criteria | Essential | Desirable |
| Knowledge | * 1 year teaching & assessing at Level 2 and 3 or above * Teaching qualification or be working towards one * A keen interest in developing counselling courses * 420 hours of therapeutic counselling qualification at Level 4 or above | * Ongoing CPD of 30 hours per year |
| Skills | * Effective classroom control and communication skills * Good organisation and administrative skills * Enthusiasm and lively ideas to stimulate student interest. * Current supervised counselling practice with a minimum of 6 months post qualifying practice experience | * Teaching experience in Further Education * Relevant industrial experience in counselling |
| Experience | * 10 hours of personal therapy * Member of a professional association for counselling or psychotherapy |  |
| Special working requirements | * A commitment to ensuring the safeguarding and welfare of children at Shrewsbury Colleges Group |  |