**Counselling Lecturer**

**Part time- 3 days, Permanent**

**£19,048 to £26,449**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

At Nescot, we are recruiting for a part time lecturer in Counselling to join our Higher Education Department.

Work pattern:

* 3 days per week (one day has to be a Wednesday, flexibility on other days)

**What we are looking for:**

* Professionally qualified counsellor currently in practice
* Interested in developing new counsellors to come into the profession
* Registered with a professional body such as the BACP or UKCP
* Some teaching experience or interested in developing this capability

**Duties/responsibilities:**

* Prepare and deliver counselling courses at level 2, 3, FD or BA level
* Mark student work
* Assist with course planning and curriculum development

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications.*

*Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**Closing date will be March 2nd 2025**



**Interviews will be held on 13th March 2025 pm**

**Job Description**

|  |  |
| --- | --- |
| **Position Details:** | |
| **Title:** | Counselling Lecturer |
| **Department:** | Higher Education/Professional Studies |
| **Fraction:** | Part time 0.6FTE |
| **Status:** | Permanent |
| **Grade:** | NLEC 4-AP |
| **Child/Vulnerable Adult Contact:** | Yes |

|  |  |
| --- | --- |
| **Reporting / Department Details:** | |
| **Responsible to:** | Curriculum Manager and Head of School |
| **Job Purpose:** | |
| To facilitate students’ progression through Nescot counselling courses by managing, preparing and delivering engaging lessons.  To contribute to the provision of counselling courses at Nescot thus supporting the local community by providing skilled counsellors to meet local mental-health needs.  To enable students to achieve their maximum potential. | |
| **Main Duties and Tasks:** | |
| * To prepare and deliver engaging lessons for counselling students on Nescot counselling courses. This may include level 2 and 3 courses as well as the Foundation Degree in Psychodynamic Counselling and BA in Counselling Studies. * To oversee courses at levels 2 and/or 3 – including planning and marking, in addition to delivering lessons. * To contribute to the counselling teaching team supporting current delivery and ongoing improvements. * To provide tutorial support for students to help them to achieve their maximum potential. * To be involved in planning of the curriculum of the learning programme to meet the needs of the students, Nescot, the awarding bodies and professional regulator (BACP). * To be involved in the planning of assessments of student work. * To maximise student participation in the learning process and invite regular feedback from students within a culture of continuous improvement. * To participate in the marketing of courses and be involved in interviewing students. * To follow up student absences, withdrawals and destinations, by telephone, letter or other appropriate means and to inform the Head of HE and Registry as necessary of final outcome. * As part of the course team to achieve enrolment, retention and achievement targets agreed by the Counselling management team. * To use the information technology within the college to aid student learning, to remain informed of college activities, and to distribute key information to colleagues. * To remain up to date in the fields of counselling and counselling education and continue to develop skills and knowledge in line with national and college developments (by use of the contract days and staff development programme where appropriate). * To act within and ensure that students act within the departmental and college policies and procedures, in particular Health and Safety. * To contribute to cross college activities as arranged by mutual agreement with line management. * To attend and participate in college, department and team meetings as required and be a member of various relevant assessment, validation and examination boards. * To contribute to the development of the curriculum within the department and college strategic plan.   **Tutorial Support**:   * Provide 1:1 and group tutorial support, adapting prescribed content to meet the needs of the students * Set personalised targets for students and conduct and record regular reviews of their progress * Facilitate discussions on personal development, study skills, employability, citizenship, and health * Mentor and coach students in relation to building self-esteem, resilience, and emotional regulation strategies * Coach students on managing anxiety, behaviour challenges, and developing social skills * Explore practical independent living skills, life skills, and personal safety as appropriate * Collaborate with internal pastoral teams and external agencies to provide specialised support * Maintain accurate records of student progress, attendance, targets, and causes for concern. | |

|  |
| --- |
| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s). |
| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College. * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values. |

|  |
| --- |
| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College. * The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |

|  |
| --- |
| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. |
| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot’s Health & Safety Policy are available in every Department and/or from Human Resources. |

|  |
| --- |
| **Annual Leave:** |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and it’s students, which will normally therefore be at times when students are not in College.  This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HoD Date: April 23  UPDATED BY: HR Date: February 2025  PTO FOR JOB SPECIFICATION |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person Specification – Counselling lecturer** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Relevant formal teaching and assessment on Psychodynamic Counselling at Diploma level 5 or related programme.  Worked in a variety Psychodynamic Counselling settings  Experience of meeting deadlines leading to improved performance of students. | A / I  I  I | Relevant work experience where this is necessary for subject taught (industry or commerce).  Relevant teaching on Counselling at level 5.  Previous experience of tutoring | A / I  A/I  I |
| **Skills and Abilities** | Computer literacy in MS Office packages.  A range of skills to be able to teach counselling up to diploma level.  Able to interact well with all levels of staff, students and counselling agencies.  Willingness and commitment to undertake training/mentoring to support students on HE programmes  Good understanding of recent theoretical developments  Problem solving skills.  Ability to provide constructive feedback. | T/I  A/O/I  I  I  I  I  I | Previous experience of tutoring | I |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualifications** | Psychoanalytic Psychotherapist or Diploma in Psychodynamic  Counselling qualification at level 5.  Member of a counselling professional body that incorporates an ethical code. (e.g. BACP, UKCP or other relevant institute)  Academic and/or professional qualifications appropriate to the subject area taught  Willingness and commitment to undertake training for the C & G Award in Education & Training and undergo College teacher’s toolkit training programme if candidate does not possess recognised teaching qualification | A  A  A  A/I  A | Supervision Certificate.  Possess a C & G Award in  Education & Training or  above recognised teaching  qualification | A  A |
| **Personal Qualities** | Proven communication skills, both written and spoken  Good administrative and organisational skills  Proven ability to work well within a team  Self-confident, energetic and enthusiastic.  Ability to hold boundaries with staff and students  Committed to student centred learning.  Commitment to continuing professional development  A demonstrable commitment to Equality & Diversity and Nescot Values  Commitment to safeguarding, PREVENT & promoting the welfare of students  The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | I/O  I/O  I  I  I  I  I  I  I  M  I |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY** | | | | |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |