



# JOB DESCRIPTION

Lecturer in Counselling



**WALTHAM FOREST COLLEGE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST:** Lecturer in Counselling  
**GRADE:** SCP 21-25 Unqualified, SCP 27-35 Qualified

**KEY RESPONSIBILITIES**

1. To teach and assess students.
2. To monitor, evaluate and improve the quality and effectiveness of learning programmes, sessions and own practice.
3. Maintains and provides records and statistical checks in relation to own teaching, including enrolment checks, attendance records and the like

**MAIN RESPONSIBILITIES**

1. To prepare schemes of work and lesson plans
2. To contribute learning materials and assignments to the collective learning resources of the College.
3. To undertake detailed assessment, and maintain attendance, destination and other records as required.
4. To participate in the College's quality assurance procedures as directed.
5. To contribute to the action planning of students and provide interim and end of year reports as requested.
6. To participate in team meetings and staff training and development as required
7. Maintain a safe learning environment by supporting learners in understanding how to keep themselves, and others, safe and notifying management of any risks.
8. To provide statistics as requested.
9. To ensure the requirements of external agencies such as examination and validation bodies are met.

## **GENERAL**

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria *
<b>QUALIFICATIONS</b> (Educational and Vocational)	Possess a degree in an appropriate subject area	
	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period	
	Possess or be actively studying for a teaching qualification or equivalent at minimum	
	420 hours therapeutic counselling qualification at level 4 or above.	
	10 hours personal therapy	
	Membership of a professional association for counselling	
	Current supervised counselling practice	
	Supervision qualification or experience of supervising groups or individuals in a counselling setting.	
<b>PREVIOUS EXPERIENCE/ JOB KNOWLEDGE</b>	Experience of teaching on a range of counselling courses.	
	Pastoral or equivalent experience and understanding to support the broad needs of students	
	Understanding and experience of curriculum development and innovation and developments in contemporary education	
	Understanding of relevant Health and Safety requirements	
	6 months teaching and assessing at level 2 and above	

<b>SKILLS</b> (Competencies and Aptitudes)	Ability to work as part of a team and on own initiative	
	To have excellent oral and written communication skills	
	Ability to teach on a range of courses in the subject area	
	Ability to provide learning and tutorial support for students	
	Ability to promote and recruit for courses	
	To have a high level of organisational and administrative skills	
	Competent IT and keyboard skills	
<b>SAFEGUARDING YOUNG PEOPLE AND VULNERABLE ADULTS</b>	<p>An understanding of and commitment to safeguarding young people and vulnerable adults.</p> <ul style="list-style-type: none"> <li>• motivation to work with children/young people/Vulnerable adults</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• attitudes to use of authority and maintaining discipline</li> </ul>	
<b>OTHER FACTORS/ ADDITIONAL REQUIREMENTS</b>	An understanding of and commitment to equality of opportunity	