

Job Title: **Counselling (BA) Tutor (Couples Counselling)**

Salary: **SP6 – SP9**

Responsible to: Head of Counselling

Purpose: To deliver outstanding teaching and facilitate effective learning on the Counselling Degree course

Responsibilities:

- Deliver outstanding sessions to students on the Counselling degree programme
- Support students on a 1:1 basis with their research
- Meet the learning needs of individual students via suitable differentiation and identification of those who would benefit from additional learning support.
- Monitor and evaluate the performance of students
- Communicate effectively with students to ensure regular meetings are completed
- Refer students appropriate to College support services via the Student Support Administrator e.g. learning support, counselling, hardship, childcare, and for any issues related to access of college resources
- Establish good relationships with learners which promotes the achievement of learning
- Choose a variety of teaching and learning methods which are appropriate for the subject being studied and individual learners. Ensure equal opportunities are promoted
- Give effective and constructive feedback; formatively and summative.
- Track and record individual learner's progress and achievements as appropriate
- To ensure all necessary administration connected with the course is completed including registers and risk assessments
- Assist in promoting the provision; both to current degree students and also external applicants.
- Attend events on an ad hoc basis to include; open events, visits and guest speaker sessions.
- To attend meetings and relevant training, to include internal and external verification procedures as necessary
- Work with the awarding body and ensure that all internal and external verification requirements are met
- Prioritising the safeguarding of all students and participate in training on safeguarding matters
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Any other tasks reasonably required by the Principal/Director

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Essential Requirements

- Educated to degree level in counselling
- Extensive couples counselling experience
- Teaching qualification (or desire to complete one alongside the role)
- Excellent organisational and record keeping skills
- Excellent communication skills
- Flexible, committed and able to work as part of a larger teaching team

Desirable Requirements

- Masters in Counselling
- Experience teaching counselling courses
- PGCE/Cert ED
- Experience of working in an HE/Adult setting
- Confident and very able delivering online using virtual learning environments and live video software.