

JOB DESCRIPTION

Job Title:	Teaching Fellow in Counselling	Grade:	AC2
Department/School:	School of Human Sciences	Date of Job Evaluation:	07/02/2022
Role reports to:	Head of School		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:	Administrative Staff, Programme Leaders, Academic Portfolio Lead, Deputy Heads of School, Faculty Executive		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

To conduct high quality teaching on undergraduate and postgraduate programmes in the areas of Counselling. The role will focus on delivering high quality education in a variety of formats. The person appointed will be expected to:

- Contribute to the delivery of existing teaching.
- Contribute significantly to the delivery of teaching activities, reflecting the successfully candidate's own subject specialism appropriate for the needs of a diverse student body; across the range of courses offered by the School.
- Support development of new modules demonstrating excellent design.
- Engage in professional practice across the subject area and contribute to the profile of the School and Faculty.
- Support the delivering of the student experience.

KEY ACCOUNTABILITIES

Team Specific:

- Contribute to the delivery of high quality, innovative and effective teaching and new teaching initiatives, including inclusive approaches to setting and marking assessment.
- Lead on personal and academic tutoring of undergraduates.
- Lead and support others in the design and develop of new courses/modules demonstrating excellent curriculum design.
- Contribute to curriculum development within the School.
- Contribute to subject, professional and/or pedagogical practice.
- Contribution to the continuous improvement of the student experience or Lead courses/modules effectively including adopting a responsive approach to students.
- Effective cross working with Professional Services to support students.
- Contribute to relationship management and engagement with key external bodies for teaching at a regional and national level; the national or regional public/cultural sectors/business, industry/professional bodies in relation to teaching.
- Maintain effective, high quality and productive working relationships with professional bodies and employers.
- Supervision of undergraduate and postgraduate students.
- Work with other academics and the administrative teams to deliver excellent student care and support student success and employability.
- Contribute to the general academic administrative work of the School and Faculty.

Generic:

- Assist the Counselling Team in achieving the School's KPIs.
- Contribute to School plans, activities and efficient working practices.
- Participate in visit to schools, local community groups, public engagements and related activity.

- Demonstrate a commitment to equality, diversity and inclusion through teaching practice and / or engagement with University initiatives.
- Contribute to School based teaching development activities.
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice.

Managing Self:

- Contribute to the development and delivery of excellent learning, teaching and assessment practice across the University.
- Develop expertise in practice or research-informed teaching with an increasing degree of autonomy.
- Keep abreast of developments within the field and seek continuous improvement of own professional practice.
- Actively participate in established professional development framework activities.
- Behave in a manner which reflects the University values and behaviours which creates a positive environment for work and study.
- Maintain a high standard of student engagement and satisfaction.

Core Requirements:

- Adhere to and promote the University's policies on Equality and Diversity and Information Security Ensure compliance with Health & Safety regulations.
- Ensure compliance with Health & Safety and Data Protection Legislation
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

Any other duties commensurate with the post and grade as agreed with the Head of School and the PVC of the Faculty.

KEY PERFORMANCE INDICATORS

Performance Indicators will be established in consultation with the Head of School as part of the post-holder's annual Appraisal and Professional Development Review.

KEY RELATIONSHIPS (Internal & External)

Internal

- Head of Department, Deputies, colleagues in the School and University
- Members of the University from other departments, such as Finance and HR

External

- Other organisations with which the School, Faculty and/or appointee may be involved in teaching, research and recruitment activity.

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Delivery and/or leading at undergraduate and/or postgraduate level in the field of Counselling. • Conducting high quality, innovative and effective teaching on postgraduate and undergraduate programmes. • Leading courses/modules effectively including adopting a responsive approach to student feedback. • Contributing to new courses/modules. • Acquiring internal and external resources to fund teaching practice based enterprise projects. • Undertaking HE outreach activity. • Undertaking peer reviews and department/school development activity/planning. • Working with professional services to support students. • Leading and contributing to subject, professional and/or pedagogical practice and other scholarly activities in the field of Counselling. • Student care, employability and pastoral provision. • Currently clinically active in Counselling practice. <p>Skills</p> <ul style="list-style-type: none"> • Ability to engaged with and respond to student feedback. • Outstanding organisational, IT communication and interpersonal skills. • Ability to engage effectively with professional bodies at a national 	<p>Qualifications</p> <ul style="list-style-type: none"> • BACP accredited and/or UKCP registered. <p>Skills</p> <ul style="list-style-type: none"> • N/A

<p>level.</p> <ul style="list-style-type: none"> • Appreciation of Integrative Counselling with a focus on Clarkson's Relational Model. <p>Qualifications</p> <ul style="list-style-type: none"> • Masters in Counselling or related field. • PG Cert (HE) (or equivalent including HEA qualifications) or willingness to work towards one. <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful 	<p>Qualifications</p> <ul style="list-style-type: none"> • N/A <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
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