

## JOB DESCRIPTION

Job Title:	Senior Lecturer (Academic Teaching Staff)
Hours:	0.6 FTE (possibility for 0.8 FTE in some circumstances)
Faculty:	Faculty 1 – Psychotherapy and Counselling
Salary:	Senior Lecturer Scale (Senior Lecture Scales; £42,000 - £50,000 per annum, pro rata)
Location:	13 North Common Road, Ealing London W5 2QB/13 Gunnersbury Avenue, London W5
Responsible To:	Academic Director (Psychotherapy and Counselling; Faculty 1)
Type of Employment:	Permanent

### Main purpose of the job

- To be a key member of a team of academic and administrative colleagues facilitating the highest quality learning and teaching within the Institute.
- To support students through teaching, administration and academic advice.
- To work with the Director of Studies, Academic Director and colleagues to enhance and develop learning and teaching, academic processes and student outcomes.
- Teaching on all modalities (with the exception of Humanistic) takes place across weekends. Each modality attends for one full weekend each month, over 10 months of the year (a total of 10 teaching weekends).

### Key responsibilities

#### Teaching and Learning

To contribute to and enhance teaching and learning on the training programme through:

- Preparation and development of teaching materials.
- Leadership, management and delivery of modules
- Assessment of student work, including setting and marking assignments, dissertations, case studies and vivas
- Development of innovative methods of teaching, learning, assessment and student academic support, including review and design
- Liaise closely with all staff to ensure quality teaching.
- Monitoring and enhancement of the student experience and module/programme outcomes
- Commit 960 hours (0.6 fte) / 1320 hours (0.8 fte) per year to the Institute. This will include teaching, preparation, marking and administration, academic development, student-facing activity, scholarly activity and staff development

### Academic Support

- To advise and guide students to support their progression and outcomes, including tutorials and individual support where appropriate
- Demonstrate a broad understanding of the philosophy and operation of programmes, detailed understanding of assessment requirements and procedures and Metanoia Institute, including OfS regulations.
- Lead learning and teaching activities in an areas as agreed e.g. module leadership, NSS

### Management and Administration

- Attend team and Faculty meetings.
- Liaise closely with the Director of Studies and Academic Director.
- Contribute to the administration of the course. This may include undertaking tasks involved in student recruitment/assessment, open day events, induction, maintaining student records, acting as APL assessor etc.
- Undertake personal administrative work (e.g. filing, completing student records).
- Deputising for DoS where necessary
- Leadership of course development and/or strategic areas of programme
- Contribution to monitoring and continuous improvement of student experience/outcomes
- Other faculty activities as required

### General

- Be an active representative of Metanoia Institute on key professional bodies/ committees; external events; conferences and seminars; production of sector or journal articles/ reviews; through the operation of external or internal workshops or seminars.
- Carry out all duties in a non-discriminatory and inclusive manner.
- To be familiar and work in accordance with Metanoia Institute's policies and procedures, e.g. Equality and Diversity, Codes of Ethics and Professional Practice, Complaints Procedures and Health and Safety Policy.
- Other reasonable duties as may be required

## PERSON SPECIFICATION

	Essential	Highly Desirable	How Assessed
<b>Qualifications</b>			
Psychotherapy or Counselling degree equivalent to the Programme level.	✓		CV Certificates
Teaching Qualification PG Cert HE (or equivalent qualification) and FHEA	✓		
A relevant professional qualification as a psychotherapist or counsellor (depending on programme requirements)	✓		
Registration with an appropriate professional body (E.g. UKCP, BACP)	✓		

<b>Knowledge and Experience</b>			
A minimum of 3 years training experience at the programme level	✓		Supporting Statement CV Interview Reference
Experience of teaching/lecturing within a Higher Education setting	✓		
An understanding of the higher education system and the OfS as a regulating body	✓		
<b>Skills &amp; Abilities</b>			
Detailed knowledge of the modalities covered in the programme	✓		
Knowledge of current issues and opportunities in the wider world of counselling/psychotherapy and academia and related debates within the professional and academic fields	✓		Supporting Statement  CV Interview Reference
Good interpersonal and communication skills, both written and oral	✓		
Ability to work effectively under own initiative	✓		
Strong team working skills and the ability to manage and resolve difficult situations or conflict	✓		
Ability to work in an anti-oppressive and inclusive manner and to apply principles of equality to all aspects of the role	✓		
Creativity and vision	✓		
Computer Literate and willing to keep pace with evolving technology, especially in the context of learning and teaching	✓		
<b>Attitudes and Values</b>			
Flexibility and availability	✓		Supporting Statement CV Interview
Good relationships with all staff and students within the Institute, on an equal basis	✓		
To work in accordance with Metanoia Institute's Equal Opportunities Policy, Codes of Ethics and professional Practice, Complaints Procedures and Health and Safety Policy	✓		

**Additional Information:**

- Salary range: the appointment is usually made at the start of the advertised scale, but will depend on experience
- The appointment is offered on a permanent basis, subject to satisfactory references and a standard DBS check.
- The annual leave entitlement is 35 days, pro rata, per annum. Additionally, there are 3 weeks when the Metanoia Institute closes over Christmas.

## APPLICATION PROCESS

Please send your application form to [hr@metanoia.ac.uk](mailto:hr@metanoia.ac.uk)