

JOB DESCRIPTION

Job Title:	Director of Studies PG CertHE in Teaching Counselling and Psychotherapy
Hours:	(1 Day per week/0.2FTE)
Salary:	DoS (point 46; £54,600) per annum, pro rata
Location:	13 North Common Road, Ealing London W5 2QB/13 Gunnersbury Avenue, Ealing W5 3XD
Responsible to:	Faculty Head
Responsible for:	Programme Team– permanent Lecturers and Sessional Tutors
Type of Employment:	Permanent

Main purpose of the job

This is a small, exciting and pioneering specialist programme, the first dedicated qualification in the teaching of the psychological therapies. Training in counselling, psychotherapy and applications of the psychological therapies requires trainers/ lecturers to have specific, highly specialised, skills in facilitating the development of self-awareness, reflexivity, and the therapeutic use of self in participants in order that they are able to reach the competence requirements for professional practice to work at depth in the therapeutic relationship and therapeutic process. Therefore, a discipline specific training/teaching qualification that addresses the planning, creation and facilitation of curriculums and experiential learning forums to support the development of these skills/ attributes alongside robust theoretical knowledge and ethical professional practice seems a natural development.

Key contacts:

Students, all members of Faculty Three, other staff within the Institute, Academic Quality Manager, Registry, academics within the field, professional bodies and regulating authorities.

Role Description:

The Director of Studies:

- is a senior career-grade teaching position. Post-holders will demonstrate academic leadership and innovation in learning, teaching and programme development.
- is crucial in supporting the management and strategic planning processes of the Faculty and the Institute.
- will maintain oversight of the recruitment, progression and outcomes of students.
- will be instrumental in driving positive student outcomes and NSS/TEF key performance indicators.
- will line-manage a programme team to ensure the quality of provision and student outcomes.

Principal accountabilities

1. To provide academic leadership in the design, recruitment, delivery and monitoring of high-quality programmes.
2. To contribute to the continuing development of Faculty Three by engaging in activities that will promote and enhance its standing in the field of psychotherapy and counselling.
3. To support the management and registry activities of the Faculty and Institute, undertaking a key role within Faculty or Institute working groups and committees, as required.

Key responsibilities

1. Teaching & Student Support

- 1.1 Lead the innovative design, development and delivery of this high-quality programme of study.
- 1.2 Ensure that course design and delivery comply with the Institute's and OfS quality standards and regulations.
- 1.3 Regularly review and update programme content and teaching materials, ensuring that they remain relevant and compliant with quality standards and regulatory bodies. Remain aware of advances in the subject area and ensure that these are reflected in outstanding programme content.
- 1.4 Set, mark, and assess coursework and examinations as appropriate; select appropriate assessment instruments and assessment criteria; provide constructive and comprehensive feedback to students. Demonstrate leadership in the area of assessment to the programme team.
- 1.5 Actively maintain an understanding of appropriate and outstanding pedagogy in the subject area and provide advice on study skills and the use of technology in learning and teaching to students and staff.
- 1.6 Provide academic leadership to the programme team and work closely with other Programme Leaders to ensure parity of experience across the Faculty.
- 1.7 Undertake and complete administrative duties required in the professional delivery of teaching and to support Registry.
- 1.8 Undertake academic advising duties and provide first-line support for students, including those relating to sensitive issues. Provide leadership in safeguarding processes and monitoring fitness to practice within the programme.
- 1.9 Adopt an approachable, non-discriminatory and inclusive attitude towards staff and students. Value and promote diversity and equality in learning and teaching.
- 1.10 Ensure that all relevant policies and processes are understood and adhered to by staff and students.
- 1.11 Organise timetabling, room bookings and programme documentation in a timely fashion

2. Scholarship

- 2.1 Keep abreast of and disseminate good practice and current research in the field of psychotherapy/counselling training
- 2.2 Build internal and external contacts and play a key role in internal networks and relevant external networks within the field of psychotherapy/counselling
- 2.3 Play a role in relevant national professional bodies or recognised events (such as conferences) as appropriate to the programme
- 2.4 Continually update knowledge and understanding in field or specialism and engage in continuing professional development.
- 2.5 Contribute to the fields of psychotherapy and counselling through such activities as delivering workshops, writing and keeping abreast of current developments.

3. Contribution to Faculty and Institute

- 3.1 Line-management of academic programme team, including their recruitment, probation, mentoring, performance review and staff development.
- 3.2 Understanding of Faculty income and expenditure, with responsibility for cost effective delivery of programme.
- 3.3 Contribute to Faculty-level strategic planning, and Institute-level strategic planning processes as required.
- 3.4 Engage in activities beyond day-to-day programme management, if required.
- 3.5 Chair and/or play a key role in Faculty or Institute working groups or committees, as required.
- 3.6 Undertake appropriate administrative or organisational duties within the Faculty, where appropriate.
- 3.7 Advise and provide support to academic team members and less experienced colleagues, including observation of teaching, carry out annual Performance Appraisal process with team members.
- 3.8 Conduct risk assessments and take responsibility for the health and safety of others.

4. Role-specific duties

- 4.1 The Director of Studies is responsible for: programme recruitment and admissions criteria (including representation at open events, programme marketing and documentation); leadership of learning, teaching and assessment on the programme; curriculum development; student progression, outcomes and awards; quality assurance, standards and enhancement on the programme; student advice and guidance; liaison with external examiners; organisation of timetabling, room bookings and programme handbooks.
- 4.2 The Director of Studies role may include 6 days teaching/6 student facing days, teaching group responsibility and marking/second marking responsibilities.

Other Duties

- Compliance with all Metanoia Institute policies and guidelines (i.e. Health & Safety, Data Protection, Equality & Diversity.), OfS policies and regulations, and those relating to professional and regulating bodies.
- Any other duties that may be reasonably required by the Institute

PERSON SPECIFICATION

	Essential	Highly Desirable	How Assessed
Qualifications			
A master's degree or equivalent clinical qualification	✓		CV Certificates
Registration as a UKCP Registered Psychotherapist and/or BACP Accredited Counsellor	✓		
Qualification as a Supervisor		✓	
PGCert HE (or recognised teaching qualification) and/ or FHEA	✓		
Senior FHEA		✓ (with agreement to make an application if not in place at appointment)	
Knowledge and Experience			
Excellent interpersonal skills, with the proven ability to engage with students and staff using a variety of different methods.	✓		Supporting Statement CV Interview Reference
Significant experience of high-quality teaching at undergraduate and postgraduate level.	✓		
Experience of successful curriculum design, development and innovation.	✓		
Excellent presentation skills, with the proven ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.	✓		
Skills & Abilities			

Successful experience of leadership and personnel management	✓		
Advanced level IT skills	✓		Supporting Statement
Ability to exercise a high degree of innovation and creative problem-solving.	✓		CV Interview Reference
Excellent organisational and administrative skills.	✓		
Ability to prioritise and meet deadlines.	✓		
A willingness to participate in support activities beyond normal management and teaching duties	✓		
Experience of disseminating and implementing relevant policies and practices.	✓		
Track record of significant and high-quality publications in relevant journals and other appropriate media of similar standing.		✓	
Ability to work in a non-discriminatory, inclusive and anti-oppressive manner.	✓		
Attitudes and Values			
Flexibility and availability	✓		Supporting Statement
Commitment to developing diversity and equality	✓		CV Interview
Autonomous and self-sustaining, whilst also valuing team effort and enterprise	✓		
Good relationships with all staff and students within the Institute, on an equal basis	✓		
Confidence in dealing with external stakeholders	✓		
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:

- The appointment is offered on a permanent basis, subject to satisfactory references and a standard DBS check.

APPLICATION PROCESS

Please send your application form to hr@metanoia.ac.uk

