

Job Description

JOB TITLE: Sessional Lecturer (Academic Teaching Staff)

REPORTS TO TITLE: Head of Programme

To operate effectively as part of a team of academic and administrative colleagues to facilitate learning within the Institute to the highest quality through teaching, administration and advice work.

ROLE and RESPONSIBILITIES:

Teaching and Learning:

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

- Preparation and development of module teaching materials.
- Delivery of modules.
- Assessment of modules, which includes setting and marking assignments and case studies and being available as a viva assessor.
- Contribute to the development of innovative methods of teaching learning and assessment Liaise closely with all staff to ensure quality teaching.

Academic Advice

- To advise and guide students to support their progress through the course, including tutorials.
- This entails acquiring a broad understanding of the philosophy and operation of the course, detailed understanding of assessment requirements and procedures and university regulations.

Management and Administration

- Attend tutor meetings.
- Liaise closely with the academic co-ordinator.
- Contribute to the administration of the course. This may include undertaking tasks involved in student recruitment/assessment, induction, keeping student records up to date, acting as APL assessor etc.
- Undertake personal administrative work (e.g. filing, completing student records).

- Be an active representative of Metanoia on key professional bodies/ committees; at external events, conferences or seminars; through production of sector or journal articles/ reviews; through the operation of external or internal workshops or seminars.
- Carry out any other duties.
- To work in accordance with Metanoia's Policies and procedures, e.g. Equality and Diversity, Codes of Ethics and Professional Practice, Complaints Procedures and Health and Safety Policy.

Essential Skills and Experience

- 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).
- A minimum of 3 years training experience at the programme level.
- Experience of teaching/lecturing within a Higher Education setting.
- An understanding of the higher education system and the OfS as a regulating body
- 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.
- 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.
- Flexibility and availability.
- Good relationships with all staff and students within the Institute, on an equal basis.
- To work in accordance with Metanoia.
- Opportunities Policy, Codes of Ethics and professional.
- Practice, Complaints Procedures and Health and Safety Policy.

OTHER INFORMATION

The Sessional Lecturer will also be expected to demonstrate their commitment:

- to Metanoia values and regulations, including Metanoia's social, economic, and environmental responsibilities.
- Metanoia's Equality, Diversity and Inclusion responsibilities and ensure that you engage in the successful implementation of Metanoia's Equality, Diversity, and Inclusion Policy.
- to their Health and Safety responsibilities to ensure their contribution to a safe and secure working environment for staff, students, and other visitors to the Institute.