

Job Title: Counselling Tutor (Transactional Analysis)

Responsible to: Head of Counselling

Purpose: To deliver outstanding teaching and facilitate effective learning across the foundation degree in counselling

Responsibilities:

- Deliver outstanding sessions to students across levels 4 and 5
 - Teach TA Modules to Foundation degree students
 - 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 level 3 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
 - Attend all HE specific meetings (Board, Assessment and Progress)
 - 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
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Essential Requirements

- Educated to degree level in counselling
- CTA Qualification (or working towards)
- 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 HE team

Desirable Requirements

- Master's Degree in Counselling
- PTSTA Qualification
- PGCE/Cert ED
- Experience of working in an HE setting
- Confident and very able delivering online using virtual learning environments and live video software.