

**Job Title:** Counselling (BA) Dissertation Supervisor

**Salary:** SP6 – SP9

**Responsible to:** Head of Counselling

**Purpose:** To support students with independent research projects at Level 6

**Responsibilities:**

- 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
  - 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 degree 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
  - Work with the awarding body and ensure that all internal and external verification requirements are met
  - 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/Director
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**Essential Requirements**

- Educated to degree level in counselling
- Extensive counselling experience
- 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 teaching team

**Desirable Requirements**

- Masters in Counselling
- Experience teaching counselling courses
- PGCE/Cert ED
- Experience of working in an HE/Adult setting
- Confident and very able delivering online using virtual learning environments and live video software.