

Job Title:	Head of Subject - Counselling
Salary:	£18,791 - £22,128 – 0.5 Contract (F/T equivalent - £37,582 - £44,256)
Responsible to:	Higher Education Manager
Purpose:	To develop, co-ordinate and deliver a high-quality degree level counselling programme

Responsibilities:

- Programme lead the Foundation Degree in Humanistic Counselling based on Transactional Analysis and the Degree in Humanistic and Integrative Counselling.
 - Line manage the tutors/lecturers across the degree level counselling provision.
 - Teach 10 hours per teaching week across the Counselling provision
 - Work with Middlesex University to ensure accreditation requirements are met and act as the single point of contact/link tutor at subject level.
 - Carry out the tasks detailed on the annual quality checklist and ensure the programme meets the requirements of the QAA quality code.
 - 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.
 - Deliver outstanding sessions to students across levels 4, 5 and 6.
 - 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
 - Create and also oversee schemes of work, online learning resources and other resources that support staff and learners.
 - Identify opportunities to further develop the provision through new pathways and/or the development of Master's level courses.
 - Ensure all courses make a healthy contribution to the college finances and develop initiatives to maximise this.
 - Ensure there are enough qualified and experienced members of staff to match the needs of the programme and the range of learners.
 - Interview and induct new members of the counselling team following the appointment procedures.
 - Provide on-going support and mentoring for new members of staff.
 - Complete lesson observations and feedback meetings with counselling staff.
 - Collate data and evidence for the Annual Monitoring Report, ensure that actions in the Development Plan are implemented and present the report to the Academic Board.
 - Organise placements to ensure BACP compliance.
 - Complete BACP accreditation documentation
 - 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 (minimum foundation degree level in transactional analysis)
- Teaching/Training experience
- Teaching qualification (or desire to complete one alongside the role)
- Working as a practicing counsellor (and planning to continue this)
- Some experience in managing staff
- Excellent organisational and record keeping skills
- Excellent communication skills
- Flexible, committed and able to work as part of a larger HE team
- An understanding of the ethical requirements of delivering a counselling course

Desirable Requirements

- Degree in Transactional Analysis/CTA/PTSTA
- Master's Degree in Counselling
- PGCE/Cert ED
- Experienced manager of education provision and teaching teams
- Experience of working in an HE setting
- Confident and very able delivering online using virtual learning environments and live video software.
- Detailed knowledge of BACP ethical guidelines