

JOB DESCRIPTION

Job Title:	Academic Course Tutor
Hours:	Sessional
Salary:	Tutor Pay Grade (DOE)
Faculty:	Faculty 1 – Psychotherapy and Counselling
Location:	13 North Common Road, Ealing London W5 2QB/13 Gunnersbury Avenue, Ealing W5 3XD
Responsible to:	Programme Leader
Type of Employment:	Sessional

Main purpose of the job

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.

Key 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).

General

- 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.

PERSON SPECIFICATION

	Essential	Highly Desirable	How Assessed
Qualifications			
Psychotherapy or Counselling degree equivalent to the Programme level.	✓		CV Certificates
A relevant professional qualification as a psychotherapist or counsellor (depending on programme requirements)	✓		
Registration with an appropriate professional body (E.g. UKCP, BACP)	✓		
Knowledge and Experience			
A minimum of 3 years training experience at the programme level	✓		Supporting Statement CV Interview Reference
Experience of teaching/lecturing within a Higher Education setting	✓		
An understanding of the higher education system	✓		
Skills & Abilities			
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		✓	Supporting Statement CV Interview Reference
Good inter-personal and communication skills, both written and oral	✓		
Ability to work effectively under own initiative	✓		

Good team working skills and able to manage and resolve conflict	✓		
Ability to work in an anti-oppressive and inclusive manner	✓		
Creativity and vision	✓		
Computer Literate	✓		
Attitudes and Values			
Flexibility and availability	✓		Supporting Statement CV Interview
Good relationships both upwards and downwards			
To work in accordance with Metanoia Institute's Equal opportunities Policy, Codes of Ethics and professional Practice, Complaints Procedures and Health and Safety Policy	✓		
	✓		

APPLICATION PROCESS

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