

# Job Description:

## 0.6 Lecturer in Counselling



## 0.6 Lecturer in Counselling

REF: SL0057-829

### The role:

Due to the popularity and growth of the Counselling provision, this role is to join the Counselling curriculum team in delivering Level 3 Certificate in Counselling Skills and Level 4 Diploma in Therapeutic Counselling. Classes are delivered both during the daytime and evening and therefore the post holder would be required to be flexible to do both, following an agreed timetable.

### Responsible to:

The postholder is responsible to the Head of Division.

### Key Accountabilities and Responsibilities:

Lecturer duties and responsibilities are wide ranging. They may include but are not restricted to the following depending upon the emphasis in any given post.

1. Formal Scheduled Teaching.
2. Ancillary duties emanating from formal scheduled teaching. These include but are not limited to:  

Planning, preparation, marking (including other forms of assessment), day to day communication with students for the purpose of guidance and support, administration including admissions, enrolment and registration, subject updating, personal development and teaching and learning innovation and improvement, participation in course evaluation as appropriate, participation in the Maintaining Student Responsibility procedures as appropriate.
3. Timetabled enrolment/admissions/guidance activities.
4. Attendance at marketing events.
5. Invigilation.
6. Substitutions for absent colleagues.
7. Scheduled activities/tasks associated with the College's Quality Assurance systems.
8. Research and consultancy.
9. Maintain up to date resources.

10. Development of new resources and population of the VLE.
11. Attend relevant staff development
12. Management and administration. This may include:
  - contributing to college administration or the administration of education and training programmes.
  - publicity and public relations.
  - participation in appropriate team and committee meetings and course management duties including the interviewing, induction, assessment and examination of students.
  - liaison with work placement teams, mentors and supervisors
  - preparing statistical returns including retention rates, examination results, student progress placement and destination.
  - participation in student monitoring and reporting and course review and evaluation procedures.
  - participation in quality assurance and control procedures.
13. To provide information for the self-assessment and course review process in relation to functional skills.
14. To organise diagnostic assessments and initial assessments.
15. To liaise closely with additional support mentors to ensure a seamless approach to supporting students.
16. To update the electronic student profile.
17. To maintain records relating to the levels and achievements of students and set appropriate targets.
18. To maintain up to date resources.
19. To keep up to date with changes in specifications and advise accordingly.
20. To carry out any other duties which may be required from time to time, and which are commensurate with the post.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

## The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Minimum Level 4 qualification in Counselling.	E	A
Possession of a recognised teaching qualification/or readiness to undertake in-service training.	E	A
Level 2 qualification or equivalent in Numeracy and Literacy (or willingness to undertake and achieve within 2 years).	E	A

Experience		
A Practising Counsellor.	E	A
Previous teaching experience in a subject area.	D	A/I
Ability to transfer own knowledge and experience to student counsellors to develop them into professionals.	E	A/I

Knowledge, Skills and Attributes		
Possession of relevant knowledge and expertise in Information and Learning Technology.	D	A/I/AS
A readiness to be flexible in relating to colleagues and the requirements of the post.	E	I
Ability to relate professionally to students of all ages, background and ability.	E	A/I/AS
Ability to plan effectively, relevant learning programmes.	E	A/I/AS
Willingness to contribute fully or as required, to the work of the Department and operate as an effective team member.	E	I
Knowledge of trends and development in the Further Education sector.	D	I
Resourcefulness and imagination in preparing learning support devices and materials for students.	E	I/AS
Capacity to deliver an appropriate range of approaches to learning.	E	A/I/AS
Proficiency / experience in managing students learning including all aspects of planning, delivery, assessment and feedback.	D	A/I/AS
Ability to evaluate self and course performance and a willingness to implement necessary adjustments.	E	A/I
Possession of relevant curriculum knowledge.	E	A/I

Knowledge, Skills and Attributes		
Be prepared to undertake staff development.	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

### Salary:

£19,407.60 to £24,334.20 per annum.

### Summary of Terms and Conditions of Employment:

The post is offered on the Southport Education Group contract for newly appointed lecturers. This consists of a normal working week of 21 hours, comprising duties consistent with the position of lecturer, and a holiday entitlement of 209 hours plus Bank Holidays. The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

#### Timetable for Appointment:

**Deadline for receipt of applications:** Friday, 20<sup>th</sup> February 2026 (10.00am)

**Interviews will be held:** Within one month of closing date

#### Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

CVs alone will not be accepted.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.