

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Supply Lecturer - Counselling
------------------	--------------------------------------

Post Holder	
--------------------	--

Accountable To	Head of Sector – Health, Care, Supported Programmes and Sport
-----------------------	--

Responsible For	Providing learning, teaching and assessment in line with pre-agreed timetables
------------------------	---

Department	Health, Care, Supported Programmes and Sport
-------------------	---

Overall Purpose of Job

- **To provide effective learning, teaching and assessment as agreed with the Head of Sector and Assistant Principal**

Main Duties and Responsibilities

1. Formally structured teaching to the agreed target detailed on the timetable using a range of appropriate learning and teaching methods.
2. To develop, review, maintain and update learning and teaching materials including lesson plans, handouts, presentations and formative assessment.
3. Effective assessment of learning and teaching, student tutorials/projects, etc.
4. To maintain accurate records relating to student attendance and achievement.
5. To carry out assessments in line with awarding body standards and provide formal feedback to students.
6. To comply with all College Policies and Procedures.
7. To provide curricular guidance and first line discipline to students as required.
8. To maintain professional teaching standards and vocational qualifications.
9. To attend agreed professional/staff development and to participate in the Individual Staff Review process.
10. To participate in Faculty and other College meetings as required.

Undertake any other duties appropriate for the efficient and effective management of the College as directed by the Head of Sector.

 **BORDERS COLLEGE** 
JOB DESCRIPTION

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

BORDERS COLLEGE **JOB DESCRIPTION**

PERSON SPECIFICATION

POST: **Supply Lecturer - Counselling**

QUALIFICATIONS		Essential or Desirable
	Subject area related qualification in Counselling at SCQF Level 10	E
	Professional qualification related to Counselling at SCQF Level 10	E
	TQFE or equivalent	D
	Assessor and Verifier awards	D

KNOWLEDGE		Essential or Desirable
	BACP Membership and Subject area/sector knowledge	E
	Borders College Values and Behaviours	E
	BACP Accreditation	D
	Supervision Qualification and Experience	D

EXPERIENCE		Essential or Desirable
	Experience working in the Counselling sector	E
	Relevant teaching experience	D

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	Excellent communication skills (oral and written)	E
	Ability to organise workload and manage working time effectively and efficiently	E
	Effective presentation skills	E
	Ability to work effectively within a team	E

OTHER ABILITIES/QUALITIES		Essential or Desirable
	Excellent ICT Skills, particularly use of Word and Excel	E
	Ability to work flexibly and respond to changes positively	E