

Teaching Associate

Work Area	Counselling (www.strath.ac.uk/humanities/schoolofpsychologicalscienceshealth/counsellingunit/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Teaching	Reference No	131518
Reports To	Head of School	Grade:	7
Salary Range:	£31604 - £38833 (pro rata)	Contract Type:	Fixed Term (Until 30/9/19)
FTE:	0.3 (10.5 hours/week)	Closing Date	Wednesday, 13 June 2018

Job Advert

The Counselling Unit is a centre of excellence for humanistic approaches to counselling and psychotherapy, and in particular, for advancing Person-Centred/Experiential Counselling. We are currently seeking a part-time Teaching Associate to contribute to our full-time MSc in Counselling and Psychotherapy. You will be an experienced practitioner of the Person-Centred/Experiential approach with experience of teaching/training in a professional or educational context. You will also have a good honours degree in an appropriate discipline and a postgraduate diploma in addition to an MSc, in Person-Centred/Experiential Counselling/Psychotherapy (including supervision).

Job Description

Brief Outline of Job:

This post is for a fixed term Teaching Associate (Grade 7) with main teaching responsibilities on our one-year full-time MSc course in Counselling & Psychotherapy, where the post-holder will play a key role in the delivery of Person-Centred/Experiential counselling training. These teaching responsibilities generally run 10.00 – 17.00 Weds & Thurs, with Friday commitments. Flexibility in hours is essential as teaching commitment to the course is dependent upon the delivery of the timetable and attendance at a week-long initial intensive and a three-day residential session.

The post includes delivery of a range of established teaching modules and undertaking student assessment activities, with support and guidance from senior colleagues as required. The post holder will also be required to collaborate with colleagues on course development and curriculum changes, in addition to engaging in relevant professional and knowledge exchange activities.

Main Activities/Responsibilities:

1.	As part of a teaching team, deliver a range of established MSc-level workshops and course components with guidance from senior colleagues as required, in a manner that supports a research-informed approach to student learning.
2.	Facilitation of group process in large and small groups, including supervision, personal/professional development and tutorial groups in structured and unstructured formats.
3.	Develop own teaching materials and methods, with guidance, to ensure that defined learning objectives are met.
4.	Undertake student assessment activities, with guidance, including the provision of appropriate feedback to students.
5.	Provide supervision of students' counselling practicum experiences as required, providing direction, support and guidance.
6.	Critically evaluate and reflect on teaching practice and methodology and collaborate with colleagues on course development activities and in the planning and implementation of curriculum changes.

7.	Continually update professional knowledge and skills and incorporate this learning as appropriate into teaching delivery.
8.	As appropriate collaborate with colleagues on the development of knowledge exchange activities by, for example, participating in initiatives which influence public policy and the professions.
9.	Engage with and keep up with contemporary developments in the Person-Centred/Experiential counselling/psychotherapy field and incorporate these developments into training.
10.	Supervise MSc students undertaking research projects for their dissertation.
11.	Contribute in a developing capacity to School, Faculty and/or University administrative and management functions and committees.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

- E1 Good honours degree in an appropriate discipline.
- E2 Postgraduate diploma in Person-Centred/Experiential Counselling/Psychotherapy (including supervision).
- E3 MSc in Person-Centred/Experiential Counselling/Psychotherapy (including supervision).
- D1 Registration or accreditation with a professional body (eg, BACP, COSCA)

Experience

- E4 Extensive experience of practice as a person-centred therapist (c100 client contact hours)
- E5 Qualification and experience as a counselling supervisor (at least 1 year post qualification)
- D2 Experience in processing student assignments and developing teaching materials in support of academic aspects of course.
- D3 Experience of delivering training and supervision in groups within a professional and/or educational context, preferably in the field of counselling

Job Related Skills and Achievements

- E6 Ability to provide feedback conducive to student learning.
- E7 Excellent written communication skills
- E8 Competency in a range of IT packages, ideally including web based learning environments
- E9 Ability to work as a member of a team and on own initiative with excellent organisational skills.
- E10 Ability to plan and organise own workload effectively.

Personal Attributes

- E11 Flexibility in negotiating working hours to ensure demands in relation to delivery of course are met, collectively as a team
- E12 Personal commitment to Person-Centred/Experiential approach and an openness to developing theory and practice. Familiarity with current developments in the field.
- E13 Excellent interpersonal and communication skills, with the ability to listen, engage, provide constructive feedback, negotiate and deal with a range of stakeholders.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Prof Madeleine Grealy, Head of School (m.grealy@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Teaching staff category can be found at: [Conditions of Employment](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Interviews

Formal interviews for this post will be held on Tuesday, 3 July 2018.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



Conditions of Employment

Teaching Staff

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Teaching Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with UCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

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Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The standard working week is 35 hours, performed between the normal hours of 09.00 to 17.00 Monday to Friday with a one hour lunch break. Work outwith these hours may be necessary for which no additional payment will be made. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of

staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr

6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that

it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side, except during the probationary period when notice is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

Revised April 2016