



**WAVERLEY  
ABBEY**

ANCIENT SPARK NEW FIRES

# Lecturer in Counselling and Psychotherapy



# WELCOME TO WAVERLEY ABBEY

**Hi! Thank you for your interest in becoming a part of the Waverley Abbey team.**

We've got an important job to do; and that's to extend and build the Kingdom of God - **through encounter with him, equipping the Church and changing the world.** Waverley Abbey is a caring, friendly organisation - and so are our people.

Our organisation is run by a bunch of professional, creative, like-minded individuals, working together to change lives. When you come to work for us, it's obviously really important that you have the right skills, knowledge and experience. But it's also vital that you have the right attitude, too. We look to employ people who do the right things, in the right way. This approach to recruitment means Waverley Abbey is a pretty great place to be - and we hope you can join us!

This pack is designed to help you get a feel for what it's like to work with us, find out what we're looking for, explain the recruitment process and help you decide whether you can see yourself as a part of our amazing team.

## THE WAVERLEY ABBEY VALUES AND CULTURE

We may be blowing our own trumpet, but our team really is something special. Our people are gold.

Our people come from all different walks of life, and it's this mix of brilliant personalities, experiences and insights that gives us that warm, open and friendly culture you can feel as soon as you meet us. But however wonderfully different we all are, there are five things we've all got in common - and they are the Waverley Abbey values.

Our values are the key to what makes our culture so unique; they're a reflection of who each of us are and they're embedded in everything we do.



## **OUR VALUES**

- Integrity
- Compassion
- Selflessness
- Transformational
- Celebration

**WE EMPLOY  
AUTHENTIC,  
SELFLESS,  
COMPASSIONATE,  
TRANSFORMATIONAL  
AND  
FUN  
PEOPLE!**





**Due to 100% growth in our higher education intake in September 2024, we're in an exciting phase of growth so are delighted to be recruiting for:**

**JOB TITLE: Lecturer in Counselling and Psychotherapy**

**REPORTING TO: Academic Dean and Head of Quality and Development in Counselling**

### **Job Purpose**

To be a key member of a team of academic and administrative colleagues facilitating the highest quality learning and teaching within Waverley Abbey College. To support students through teaching, administration and academic advice. To work across undergraduate and postgraduate programmes as part of the academic team. To enhance and develop learning and teaching, academic processes and student outcomes. This may include teaching during weekdays, weekends and evenings.

### **ROLE and RESPONSIBILITIES:**

#### **Teaching and Learning**

To contribute to and enhance teaching and learning on the training programme through:

- Preparation and development of teaching materials.
- Leadership, management, and delivery of modules.
- Assessment of student work, including setting and marking assignments, dissertations, case studies and Vivas.
- Development of innovative methods of teaching, learning, assessment and student academic support, including review and design.
- Liaise closely with all staff to ensure quality teaching.
- Monitoring and enhancement of the student experience and module/programme outcomes.

### Academic Support

- To advise and guide students to support their progression and outcomes, including tutorials and individual support where appropriate. Demonstrate a broad understanding of the philosophy and operation of programmes, detailed understanding of assessment requirements and procedures, including OFS regulations.
- Lead learning and teaching activities in an area as agreed e.g. module leadership.

### Management and Administration

- Attend team and Faculty meetings.
- Liaise closely with the college's Senior Leadership Team.
- Contribute to the administration of the course. This may include undertaking tasks involved in student recruitment/assessment, open day events, induction, maintaining student records, acting as APL assessor etc.
- Undertake personal administrative work (e.g. filing, completing student records), Other faculty activities as required.
- Engage in interviewing students

### General

- Be an active representative of Waverley Abbey College on key professional bodies/ committees; external events; conferences and seminars; production of sector or journal articles/ reviews; through the operation of external or internal workshops or seminars.
- Carry out all duties in a non-discriminatory and inclusive manner.
- Other reasonable duties as may be required.
- Some Evenings and weekends will be required as part of this role.

This job description is subject to alteration as the needs of the College change. Any substantial alterations will be made following consultation with you.

## Person Specification

KEY AREA	DESCRIPTION	ESSENTIAL	DESIRABLE
<b>Education and Educational Experience</b>	The candidate for the role has an MA in counselling, psychotherapy or clinical psychology	X	
	The candidate for the role has a professional doctorate, or PhD in the field of counselling, psychotherapy, or clinical psychology		X
	The candidate is a full member of BACP, or other professional body enabling them to teach and train professional counsellors	X	
	The candidate is a qualified supervisor with experience in providing supervision	X	
	The candidate has been engaged in Higher Education in the field of counselling, and, or psychotherapy	X	
	The candidate has experience in research, and in providing effective supervision to those engaged in research	X	
	They have a strong record of effective teaching, learning and assessment experience	X	
	The candidate has FHEA status		X
	The candidate has experience of working with a validating university in the monitoring of an academic programme		X
	<b>Skills and Aptitude</b>	Excellent People skills with ability to lead and manage teaching and learning environments	X
Ability to problem solve with a strong ability to make judgements		X	
Demonstrates high level critical thinking abilities			X
Excellent verbal, written and presentations skills		X	
Good IT skills		X	
Capacity to work under pressure whilst retaining a calm disposition		X	
A strong in belief in equal opportunities and a passion for providing educational opportunities for all		X	



## **MAIN TERMS OF EMPLOYMENT**

### **Type of Contract**

Permanent Part time

### **Salary range**

0.4 pro-rata (£36,772 FTE)

### **Hours of work**

2 days a week

### **Place of work**

Waverley Abbey House, Farnham. An agreed proportion of work may be carried out at home subject to it not conflicting with the demands of the role and you being able to be present in the office when required. However, it is our expectation that you are on site at least 1 day of the working week.

### **Pension and Life Assurance**

After satisfactory completion of the probation period, you will be eligible to join the Group Personal Pension plan. Employees contribute a minimum of 3% of salary when joining Aegon (the company pension scheme) with Waverley contributing 5% in the first year, increasing to 8% thereafter.

We also provide a death-in-service benefit of three times the annual salary.

### **Annual Holiday**

25 days pro rata (plus public holidays) for a whole calendar year

### **Sick pay**

1 month paid at full pay and 1 month at half pay in a rolling 12-month period - on confirmation of appointment (SSP only during the probation period).

### **Notice**

3 months written notice on either side once you have satisfactorily completed a 3 month probation period (one week during probation).

### **Key Dates**

Application Closing Date: ASAP

Starting Date: 1 July 2025

**To apply please send your CV and covering letter to:**

[Bev.Clark@waverleyabbey.org](mailto:Bev.Clark@waverleyabbey.org) [Andy.Hardy@waverleyabbeycollege.ac.uk](mailto:Andy.Hardy@waverleyabbeycollege.ac.uk)

[Catherine.Palmer@waverleyabbeycollege.ac.uk](mailto:Catherine.Palmer@waverleyabbeycollege.ac.uk)



### **3 TOP TIPS FOR A GREAT APPLICATION...**

- **Before you start, check out the person specification criteria.**

The criteria highlights the key things we're looking for. They are essential criteria and are things which you must have in order to do the job, so it's important that you are able to say 'yes, I've got those' before you invest time and effort in completing your application.

But don't panic if you don't have them - often, these are areas we would look to develop within the role, so they may simply be ways we can train you up. Of course, if we get lots of applications for the role, we may use the desirable criteria to narrow things down a little.

- **Be yourself**

As we mentioned earlier, our values are a really important part of how we recruit. We're looking to find out whether your personality will be a good fit at Waverley Abbey so be honest and be yourself - let your personality shine.

- **Tell us all about it**

We often find that applicants will state that they have what it takes to do the job, but don't tell us why in enough detail. Please make sure you tell us why or how you meet the essential criteria. A good way to make sure you're telling us what we need to know is to have a look at the criteria and note down an example that proves you have the skills, knowledge or experience in each thing on the list. Every time you tell us you have what it takes on your application, give us one of your examples.





## **GOT ANY QUESTIONS?**

### **Who should I contact if I have any special requirements?**

If you're unable to complete our application form and need some support, and/or you need our documents in an alternative format, for example, large print, please call us.

### **How long will it take for you to decide if I've got an interview?**

This can vary depending on the number of applications we receive for each vacancy. Generally speaking, we do try our best to make our decision and contact applicants invited for interview within two weeks of the closing date.

### **Will I be notified if my application is unsuccessful and will I receive feedback?**

We know how much time and effort goes into an application and we really appreciate the time you've taken to apply for a job with us. Due to the volume of applications we receive, we're unable to inform and provide feedback to unsuccessful candidates at the shortlisting stage. If you haven't heard from us by the interview date, unfortunately you won't have been shortlisted for the role.





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[waverleyabbey.org](http://waverleyabbey.org)

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