



**WAVERLEY
ABBAY**

ANCIENT SPARK NEW FIRES

Undergraduate Programme Leader



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: Undergraduate Programme Leader

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

Job Purpose

Role Description:

The Programme Leader:

- is a senior career-grade teaching position. Post-holders will demonstrate academic leadership and innovation in learning, teaching and programme development.
- is crucial in supporting the management and strategic planning processes of the Faculty and the Institute.
- will maintain oversight of the recruitment, progression and outcomes of students.
- will be instrumental in driving positive student outcomes and NSS/TEF key performance indicators.
- will line-manage a programme team (comprising permanent lecturing staff and sessional tutors) to ensure the quality of provision and student outcomes.
- Teaching on all undergraduate and postgraduate programmes will also be undertaken when required. This may include teaching during weekdays, weekends and evenings.
- The Programme Leader role equates to 0.3 FTE and Senior Lecturer at 0.5 FTE

Principle Accountabilities:

1. To provide academic leadership in the design, recruitment, delivery and monitoring of high-quality programmes.
2. To contribute to the continuing development of Faculty One by engaging in activities that will promote and enhance its standing in the field of psychotherapy and counselling.
3. To support the management and registry activities of the Faculty and Institute, undertaking a key role within Faculty or Institute working groups and committees, as required.

Key Responsibilities:

1.0 Teaching & Student Support

- 1.1 Lead the innovative design, development and delivery of high-quality programmes of study at various levels.
- 1.2 Ensure that course design and delivery comply with the Waverley Abbey College (WAC) and OfS quality standards and regulations.
- 1.3 Regularly review and update programme content and teaching materials, ensuring that they remain relevant and compliant with quality standards and regulatory bodies. Remain aware of advances in the subject area and ensure that these are reflected in outstanding programme content.
- 1.4 Set, mark, and assess coursework; select appropriate assessment instruments and assessment criteria; provide constructive and comprehensive feedback to students. Demonstrate leadership in the area of assessment to the programme team.
- 1.5 Actively maintain an understanding of appropriate and outstanding pedagogy in the subject area and provide advice on study skills and the use of technology in learning and teaching to students and staff.
- 1.6 Provide academic leadership to the programme team and work closely with other Programme Leaders to ensure parity of experience across the Faculty.
- 1.7 Undertake and complete administrative duties required in the professional delivery of teaching and to support Registry.
- 1.8 Undertake academic advising duties and provide first-line support for students, including those relating to sensitive issues. Provide leadership in safeguarding processes and monitoring fitness to practice within the programme.
- 1.9 Adopt an approachable, non-discriminatory and inclusive attitude towards staff and students. Value and promote diversity and equality in learning and teaching.
- 1.10 Ensure that all relevant policies and processes are understood and adhered to by staff and students.
- 1.11 Organise timetabling, room bookings and programme documentation in a timely fashion.
- 1.12 Engage in student and interviews and liaise with college admissions team
- 1.13 Some Evenings and weekends will be required as part of this role.

2.0 Scholarship

- 2.1 Keep abreast of and disseminate good practice and current research in the field of psychotherapy/counselling.
- 2.2 Build internal and external contacts and play a key role in internal networks and relevant external networks within the field of psychotherapy/counselling.
- 2.3 Play a role in a relevant national professional body or recognised events (such as conferences).
- 2.4 Continually update knowledge and understanding in field or specialism and engage in continuing professional development.
- 2.5 Contribute to the fields of psychotherapy and counselling through such activities as delivering workshops, writing and keeping abreast of current developments.

3.0 Contribution to Faculty and Institute

- 3.1 Line-management of academic programme team, including their recruitment, probation, mentoring, performance review and staff development.
- 3.2 Understanding of Faculty income and expenditure, with responsibility for cost effective delivery of programme.
- 3.3 Contribute to Faculty-level strategic planning, and WAC strategic planning processes as required.
- 3.4 Engage in activities beyond day-to-day programme management, if required.
- 3.5 Chair and/or play a key role in Faculty or WAC working groups or committees, as required.
- 3.6 Undertake appropriate administrative or organisational duties within the Faculty, where appropriate.
- 3.7 Advise and provide support to academic team members and less experienced colleagues, including observation of teaching, carry out annual Performance Appraisal process with team members.
- 3.8 Conduct risk assessments and take responsibility for the health and safety of others.

4.0 Role-specific duties

- 4.1 The Programme Leader is responsible alongside the registry/ admissions team for: programme recruitment and admissions criteria (including representation at open events); leadership of learning, teaching and assessment on the programme; curriculum development; Module course writing; student progression, outcomes and awards; quality assurance, standards and enhancement on the programme; student advice and guidance; liaison with external examiners; organisation of timetabling, room bookings and programme handbooks.

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.

Person Specification

Key Area	Description	Essential	Desirable
Education and Educational Experience	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 comprehensive 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
	Has ability to lead and line manage team members	X	
	The candidate has experience of working with a validating university in the monitoring of an academic programme		X
Skills and Aptitude	Excellent People Management skills with ability to lead and motivate teams	X	
	Ability to problem solve with a strong ability to make judgements	X	
	Demonstrates tactical 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 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

£16,000 pro-rata (0.4 - £40,000 FTE)

Hours of work

14.5 hours 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: 1 May 2025 (rolling interviews)

Starting Date: 1 July 2025

To apply please send your CV and covering letter to:

Bev.Clark@waverleyabbey.org Andy.Hardy@waverleyabbeycollege.ac.uk

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.





WAVERLEY ABBAY

ANCIENT SPARK NEW FIRES

waverleyabbey.org

Registered Charity No 294387