

CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

JOB TITLE:	Internal Verifier - L3 Certificate in Counselling Skills (Accredited)
DEPARTMENT:	Psychology, Counselling & Personal Development
REPORTS INTO:	Delrose Bowes – Tutor Coordinator
OVERVIEW OF THE JOB	
<p>We are looking to recruit an internal verifier to support our level 3 accredited course in Counselling Skills.</p> <p>The ideal candidate will have a thorough knowledge of the subject area and will be able to apply their knowledge to participate in the verification of qualifications to ensure that standards are maintained.</p>	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Undertake the verification of the level 3 certificate in the counselling skills course (accredited)	<ul style="list-style-type: none"> • Monitor and evaluate how assessors carry out their work in practice. • Maintain a system to monitor assessment practice and maintain standardisation of assessment judgement, ensuring assessors make valid decisions and learners are fairly assessed. • Provide assessors with feedback, advice and support on performance, skills gap and learning needs, standardisation activities and continuing professional development activities. • Maintain centre files and up to date records relating to Assessors and Internal verification carried out • Liaise with the External Verifier (EV), arranging and preparing data for EV visits and follow-up on action plans within specified timescales. • Maintain clear and legible records for inspection purposes • Keep up to date with subject knowledge and other issues relevant to the area of work • Any other duties as appropriate to the post.
Create an outstanding student experience	<ul style="list-style-type: none"> • Work co-operatively within the programme area team • Have an understanding of and experience of promoting excellent customer care. • Can support students to overcome barriers to learning.
Contribute to quality improvement	<ul style="list-style-type: none"> • Support the process of quality improvement and understand your role in it. • Carry out quality assurance procedures such as student self-assessment (Statements of learning), course review and evaluation procedures Attend relevant training / development events and meetings as required.

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KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<ul style="list-style-type: none">• Level 2 qualifications in both Literacy and Numeracy (or equivalent)• Level 4 Diploma in Counselling• Level 5 Diploma in Education and Training or equivalent (e.g. stage 3 teaching qualification or PGCE), preferably for teaching adults• 3 years (post-qualified) experience as a practicing counsellor would be desirable.• Demonstrable experience of teaching (preferably adults)	<ul style="list-style-type: none">• Experience in working in adult education, FE or HE in academic delivery or development• Have demonstrable knowledge of the subject area• Effective written/verbal communication skills• Ability to innovate and creatively solve problems working as part of a team and sharing best practice• Ability to use digital technologies to support effective working methods• Commitment to continued professional development
HOURS OF WORK:	Variable hours - hours normally available in February, May and June and at key assessment points.