



Lecturer – Psychological Wellbeing Practitioner Training (PWP) Fixed Term until 31st March 2026

(Post Reference: NU2623)

Salary Scale: £36,333 - £40,745

Vice-Chancellor
Professor Jackie Dunne



Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

Newman University

The university is named after the 19th century cardinal St John Henry Newman who wrote 'The idea of a university' in 1852, and we are still guided by the vision of a community of scholars. The university is built around community, and the belief that education enables students to develop new ways of understanding the world, to help make a positive impact within it. This is delivered through smaller class sizes and an interactive learning style. The Catholic ethos has been retained and our students are from all faiths and none. The university is proud of its diverse, friendly and inclusive environment, where students are welcomed and receive transformational learning opportunities together with support in preparing for employment.

The modern single campus, eight miles southwest of Birmingham city centre has had a recent £20M investment into the campus facilities, building Halls for 200 students, and improving the teaching, learning and social spaces for students. A new law court, a careers and employability hub together with a computer science lab, and accessible student helpdesk are some of the additional facilities and improvements made for our students. The university continues to build its environmental sustainability, already generating 20% 193000kW, of our energy used via on site of solar energy.

In addition, the building of a new School of Nursing and Allied Health has been established to broaden the curriculum including new courses in Adult Nursing, Mental Health Nursing and Physiotherapy to start in September 2023. The university will be providing qualified practitioners from diverse backgrounds, for the local West Midlands Health sector, and beyond.

In the 2021 National Student Survey (NSS) we were 1st amongst Birmingham universities for overall student satisfaction, and 1st for our library services and Students' Union. In the Sunday Times Good University guide 2023 we are 10th in the UK for social inclusion. Enrolments from non-selective state schools are one of the highest in the country (99%) and Newman has the biggest proportion of students who are first in their family to experience higher education (72.2%), with more than 45% of students coming from Black, Asian or ethnic minority backgrounds. The university runs outreach programmes and has many partnerships with schools and further education colleges in the region offering support and opportunity to pupils.

The university is 'teaching-led' and does not employ staff for research alone but ensures that students have regular contact with active researchers. With our distinctive commitment to transformational impact, we maintain our mission to make a positive difference to individuals and communities through our excellent. In the latest Research Excellence Framework (REF 2001) Newman doubled our number of academic teams submitting work, and also doubled research of world-leading status. Research is undertaken across a wide range of academic and professional disciplines and attracts external funding

Our mission

To serve our diverse communities by making high-quality, globally connected education accessible to all those who are able to benefit from it, as well as engaging in research, scholarship and professional practice that informs our learning and teaching and has a positive impact on society.

Our values:

- We champion and give voice to the catholic traditions of education, equality, and social justice

- We respect and value all contributions, recognising that we are a single community, inspired and united by our shared vision and mission.
- We place student learning and welfare at the centre of all we do and we offer a nurturing environment for all students.
- We are ethical, honest and humane. In difficult situations, we will seek to work with understanding, kindness and compassion.
- We recognise and embrace the power of community and build respectful relationships that help us excel.
- A mission of service motivates us, seeking the common good with care and love.

Our strategic objectives:

- To transform students' lives
- To work in partnership with our students
- To grow our institution
- To nurture our staff
- Add to knowledge and cultivate wisdom
- Serve our diverse community and the wider world

The 2020 – 25 strategic plans focus on the success of our students, and the growth of student numbers. Our growth will be responsible and sustainable aligned to our mission and values enabling students to gain an outstanding experience and to succeed in their chosen careers. The university offers opportunities for lifelong learning for those returning to learning or seeking a career change irrespective of age, background, or previous educational experience.

Providing a personalised student experience is a hallmark of the Newman University offer, we listen to our students to continually shape the university experience, to ensure that our students are at the heart of all that we do.

Job Description

Job Title:	Lecturer – Psychological Wellbeing Practitioner Training
Grade:	AC2
Salary:	£36,333 - £40,745
Hours:	Full time or Job share
Department:	Social Sciences, Sport & Business, FASPS
Reporting to:	Head of Counselling & Psychotherapy

Purpose of Post:

Newman University Birmingham enjoys a strong and rapidly expanding profile in Counselling and Psychotherapy. Our distinctive suite of programmes includes a BPS accredited BSc (Hons) Psychology & Counselling Studies, a BA (Hons) in Counselling Studies & Working with Children, Young People and Families, and a Top Up award. We have recently validated new programmes including a BA (Hons) Counselling, Mental Health and Wellbeing. Our professional programmes include a UKCP accredited postgraduate training in counselling/psychotherapy and a BACP accredited Foundation Degree in Integrative Counselling.

We are currently seeking to appoint a full time (or Job share) Lecturer to join our expanding team. The postholder will be able to contribute to our programmes, including PWP (Psychological Wellbeing Practitioner) training, our undergraduate academic route and, depending on their prior experience and professional accreditation / registration, to our professionally accredited courses. They will also be able to contribute to programme coordination and development.

1. Main responsibilities:

- To provide high-quality teaching, learning and assessment in the area of Talking Therapies (formally known as IAPT) training and counselling/psychotherapy programmes.
- To write relevant documentation relating to the development and management of Talking Therapies (formally known as IAPT) training and/or counselling/psychotherapy programmes.
- To lead on specific modules and deliver training in line with PSRB (Professional, Statutory and Regulatory bodies) requirements such as BPS.
- To develop links with external agencies, for example, in relation to the development of placements and other work-based learning.
- To liaise with external bodies (Talking Therapies/PWP placement providers) and examiners.
- To deliver research and enterprise activity and to maintain a professional and research profile.

- To plan, manage and organise teaching on relevant programmes.
- To prepare, deliver and mark course work, assignment and examinations, supervise dissertations and project work and to provide tutorial guidance to students.
- To support the academic, administrative and development activities of the Department
- To effectively undertake module leadership, development and administration (including knowledge and understanding of academic regulations) and to contribute to the preparation for course committees, annual reviews and assessment and progression boards.
- To undertake development of new modules, course material and information to assist student learning.
- To undertake personal and collaborative research, and disseminate results as appropriate, including writing and publishing peer reviewed articles, conference papers and/or books.
- To plan, organise and monitor own work with minimal supervision in order to achieve tasks and meet deadlines.
- To work co-operatively and flexibly as a member of a teaching team and Department, sharing information and ideas, engaging and motivating students and staff across the University.
- To work closely with other members of the subject team to ensure safety and fitness to practice of students on professional programmes.
- To demonstrate a commitment to personal, teaching and subject development and to undertake appropriate development activities through the Annual Appraisal process.
- To update regular knowledge in the subject areas taught. To keep abreast of professional developments and comply with professional accreditation requirements e.g. CPD, and to maintain appropriate professional and scholarly activities.
- Supervising and providing student support and guidance for student learning activities such as work-based learning and placements and acting as an Academic Personal Tutor
- To participate fully in recruitment activities as determined by the Head of Subject and Associate Dean/Head of Department.
- To undertake other such duties commensurate with the post and grade as agreed with the Head of Subject and Associate Dean/Head of Department.
- The postholder will be dealing with 'restricted information' as part of their duties.

Health & Safety:

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

3. General Terms

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.
- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a

responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.
- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

4. Person Specification

Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
Educational Qualifications and Training	<ul style="list-style-type: none"> PGCert in Low Intensity Psychological Therapy (or equivalent) from a provider of Psychological Wellbeing Practitioner training accredited by the British Psychological Society. Evidence of relevant professional experience/ knowledge in Talking Therapist (IAPT). Registered/ Accredited status (or eligible to register) with a relevant body (e.g. BPS, BABCP or equivalent). 	Application	<ul style="list-style-type: none"> PG Dip in High Intensity CBT Masters degree or equivalent in psychology / counselling / psychotherapy or allied subject HCPC accreditation Relevant teaching qualification Qualification in clinical supervision – IAPT. Doctorate in psychology, counselling, psychotherapy or related subject. 	Application
Relevant work experience and/or knowledge	<ul style="list-style-type: none"> Experience of teaching / training in PWP, Talking Therapist (IAPT), counselling or psychotherapy in a HE setting. Theoretical and procedural knowledge in Low Intensity psychological therapy- PWP/ CBT. Experience in module coordination 	Application/ interview	<ul style="list-style-type: none"> Experience of PWP, Talking Therapies (IAPT), counselling or psychotherapy supervision Skills and knowledge in the delivery of Case Management and Clinical Skills supervision for PWPs. Experience of module leadership in HE setting Evidence of scholarly / research activity and publication 	Application/ interview/ presentation

Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
Relevant and/or Specific skills required	<ul style="list-style-type: none"> • Excellent written and interpersonal communication skills • Ability to use Information and Communication Technology (ICT) to support teaching and learning 	Application/ interview	<ul style="list-style-type: none"> • Evidence of commitment to excellence in teaching 	Application/ interview/ presentation
Personal qualities and attributes	<ul style="list-style-type: none"> • Commitment to and capacity for team working • Ability to work on own initiative • Commitment to anti-discriminatory practice • Flexible approach and the ability to prioritise competing demands • Ability to students' diverse academic and developmental needs 	Application/ interview		
Other	<ul style="list-style-type: none"> • Commitment to continuing professional development • Able to work flexible hours including some evenings and Saturdays 	Application/ interview		

General Terms & Conditions of Employment

This post is a full time appointment (a job share arrangement will also be considered), offered on a permanent basis. It will be remunerated on the single pay spine, at Grade AC2, £36,333 - £40,745 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours. The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below, and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust \(NEST\)](#) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto-enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: (<https://www.newman.ac.uk/knowledge-base/staff-benefits/>)

Procedure for Application

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. We only accept a CV as a supplementary part of the application process. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted.

Closing date for applications: 13th April 2023

Interview date: to be confirmed

General Data Protection Regulations: Applicant Privacy Notice

Newman University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship. The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University's HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles. The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data. In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data.

If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view at: <https://www.newman.ac.uk/knowledge-base/employee-privacy-notice/>