



## **Counselling & Psychotherapy**

**Visiting Lecturer – Variable weekly hours**

**(Post Ref: NUVL1326)**

***Hourly rate varies depending on the work assigned***

**Vice-Chancellor**  
Professor Jackie Dunne



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

**Birmingham Newman University**

*(MASTER 16.1.26)*

At Birmingham Newman University, we believe in the power of education to transform lives and in the potential of every individual. Our vision is to provide an inclusive and supportive environment where people are recognised, encouraged, and empowered to make a meaningful difference in their communities, industries, and the wider world.

Students, staff, and partners are more than just a number – they are recognised, encouraged, and empowered to create meaningful change. We believe that education is transformative, enabling students to see the world in new ways and to make a positive difference within it.

Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views. Our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equality, and opportunity in everything we do.



We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. We put student success and wellbeing at the centre of everything we do, made possible by the expertise and professionalism of our dedicated staff community. Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be **the leading university in inclusive education for the graduate workforce of tomorrow**. At the heart of this is our commitment to a **values-driven, high-quality university education**.

Our focus on partnership with students and staff underpins everything we do, and this is reflected in national recognition of the quality of our student experience. We have recently been named The Times and Sunday Times University of the Year for Social Inclusion (2026), ranked 1st in England for Student Satisfaction in the Complete University Guide (2025), and named West Midlands University of the Year by WhatUni (2025). In the National Student Survey (2025) we also placed in the top ten in England for full-time student satisfaction for the second consecutive year.

We are proud to be among the top UK universities for widening participation, coming 6<sup>th</sup> in the HEPI Social Mobility Index (2024). Ninety-nine per cent of our students come from non-selective state schools, 72% are the first in their family to attend university, and over 45% come from Black, Asian, or minority ethnic backgrounds. This diversity is a strength of our community and central to our mission.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital investment. We have built teaching, learning, and social spaces that are deliberately designed to support our community of staff and students to interact and learn together. Our portfolio of taught courses has also expanded in that time, reflecting our strategic goal of

growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place of study or work. It is a community rooted in care, respect, and ambition for our staff our students and the University as a whole; where staff and students work together making a difference not only in their own lives, but in their communities, professions, and the wider world.

## Job Description

<b>Job Title:</b>	<b>Visiting Lecturer</b>
<b>Salary:</b>	<b>Variable Hourly Rate.</b> <i>(Please see a summary of the different hourly rates as detailed in this job description below).</i>
<b>Hours:</b>	<b>Variable Hours</b>
<b>School/Department:</b>	<b>School of Arts, Humanities and Human Sciences</b>

### **Purpose of the Post:**

The University has opportunities throughout the academic year for Visiting Lecturers to join our community.

Newman's interactive teaching styles and pedagogy of partnership seek to ensure that we teach and learn with our students, working together to make a difference in and for our communities. With a diverse study body, providing a personalised student experience is a hallmark of the Birmingham Newman offer; we listen to students to continually improve and shape the University experience empowering all students to be able to grow and succeed.

The postholder should ensure the efficient delivery of their designated teaching programme(s) in accordance with the University's strategy, policy and procedures.

Successful applicants will be contacted when their expertise is required during the academic year. The number of hours available will be subject to course requirements and may be offered at short notice. Please see detailed pay rates as an appendix to this job description.

### **1. Key tasks and responsibilities:**

#### **Student learning experience**

- Teach as a member of a teaching team within an established programme of study.
- Teach in a variety of settings from small group tutorials to large lecturers, ensuring contents, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions
- Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.

#### **Research, enterprise and scholarship**

- Reflect on practice and the development of own teaching and learning skills

### **Managing people and resources**

- Manage own teaching, scholarly and administrative activities and supervise students' fieldwork and placements
- Undertake module leadership, where appropriate
- Plan own day to day activity within the framework of the agreed programme
- Coordinate own work and that of others to avoid conflict or duplication of effort
- Use teaching resources and facilities as appropriate
- Plan and manage own teaching and tutorials

### **Pastoral Care**

- Show consideration to others
- Respond to the needs of individual students and their circumstances
- Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support
- Refer students as appropriate to services, providing further support

### **Liaison and networking**

- Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration
- Complete 'in person' visits to partner organisations and establishments as necessary e.g., local schools, hospitals, police constabularies and prisons, depending on the programme of study, maintaining quality relationships with partner organisations
- Join appropriate networks to share information and ideas

### **Other key requirements:**

#### **Communication**

- Communicate information and ideas to students.
- Produce materials that support learning.
- Deal with routine communication using a range of media.
- Communicate complex information effectively
- Communicate material of a specialist or highly technical nature.

#### **Teamwork**

- Actively participate as a member of a teaching team.
- Attend and contribute to relevant meetings.
- Collaborate with academic colleagues on programme development and curriculum changes.
- Attend and contribute to subject group meetings.
- Collaborate with colleagues to identify and respond to students' needs.

#### **Initiative, problem solving and decision making**

- Deal with problems which may affect the delivery of own teaching.
- Contribute to decisions affecting the work of the team.
- Develop initiative, creativity and judgement in applying appropriate approaches to learning and teaching support and scholarly activities.
- Respond to pedagogical and practical challenges.
- Share responsibility in deciding how to deliver modules and assess students.

- Contribute to collaborative decision making with colleagues on academic content and on the assessment of students' work.

## **2. 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 Birmingham 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.
- 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
<b>Educational Qualifications and Training</b>	<p>Upper Second Class degree in course relevant subject</p> <p>QTS - (For posts which involve supervision of ITE placements within the Faculty of Education)</p>	Application Form	<p>First Class degree in course relevant subject</p> <p>Higher degree (master's level or above) in course relevant subject</p> <p>Teaching qualification or equivalent</p> <p>PGCHE or equivalent</p> <p>Membership of Professional bodies such as Advance HE.</p>	Application Form
<b>Relevant work experience and/or knowledge</b>	Current knowledge and experience in your area of expertise	Application form/ interview	<p>Demonstrable experience of teaching at Foundation Year, undergraduate and postgraduate level</p> <p>Experience of programme development in HE</p> <p>Fellowship of the HEA or willingness to obtain Fellowship</p>	Application form/interview

			Experience of working with students in settings beyond University	
<b>Relevant and/or Specific skills required</b>	<p>Demonstrable high-quality teaching ability</p> <p>Proficiency in the requirements required for running a programme</p> <p>Excellent communication skills</p> <p>Ability to promote employability and to prepare students for graduate employment</p>	Application form/ interview	Experience of inter-disciplinary teaching	Application form/interview
<b>Personal qualities and attributes</b>	<p>Excellent organisational skills with the ability to prioritise work effectively</p> <p>Works well independently and as part of a professional team</p> <p>Ability to work confidentially</p>	Interview		

	and in accordance with Data Protection requirements  Ability to work effectively with a wide variety of students and staff			
<b>Other</b>	A DBS Check may be required for Visiting Lecturer posts in certain areas			

### General Terms & Conditions of Employment

This is an open-ended post with variable weekly hours. It will be remunerated as per the table below:

### Visiting Lecturer Hourly Pay Rates

Role	Hourly Rate	Role Descriptor	Comment
VL: Teaching (inclusive of preparation and marking)	£50.40	Teaching delivered which is inclusive of preparation, delivery, marking and assessment	
VL: Teaching only	£23.97	Teaching only (where lessons have been pre-prepared and there is no associated marking or assessment with the teaching delivered).	This would be the typical payment for personnel engaged in Allied Health courses
VL: Additional administration required	£20.16	Undertaking additional administration over and above normal preparation, delivery, marking and assessment, and to	

		be paid for completing mandatory training	
VL: Dissertation supervision, clinical skills, practical sessions and simulated practice sessions with the School or Nursing and Allied Health and visits to any partner organisations	£33.59	Applies to School of Nursing and Allied Health only, for dissertation supervision, clinical skills, practical sessions, simulated practice sessions and visits to any partner organisations e.g., schools, hospitals, prisons, police constabularies. Incorporates preparation time and associated administration, 1.5 hours work in total).	Please note that this rate does not include partner organisation visits within the Faculty of Education. Due to the additional preparation and marking/assessment associated with these visits alongside the quality assurance aspects involved, partnership organisation visits within the Faculty of Education will be paid at the rate of £50.40 per hour.

The appointment is subject to meeting all pre-employment clearances and essential requirements of the Person Specification.

All new Visiting Lecturers will 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.

### **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

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- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham 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

If eligible, you will be auto-enrolled into the Teachers Pension 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.**

### **Procedure for Application**

Applications should be submitted online via a University application form as stated in the job advert for the post in question. Please note that CVs are not accepted as part of the application process unless explicitly stated. 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 on this occasion.

**Closing date for applications: 3 July 2026**

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### **Job Applicant Privacy Notice**

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data of job applicants please refer to [Privacy Notices - Birmingham Newman University](#)