METANOIA INSTITUTE

JOB TITLE: Associate Director Education (Post Graduate Taught)

REPORTS TO: Director of Education

BUSINESS AREA: Education & Training – Post Graduate Taught

WEEKLY HOURS: Full-Time 35 hours per week

LOCATION: Metanoia Institute, 13 North Common Road, W5 2QB (Hybrid)

CONTRACT: Permanent

SALARY: £70,000

About this role

Provide senior academic and people leadership for the effective delivery, quality, performance and continuous improvement of the Institute's postgraduate taught provision. The Associate Director is accountable to the Director of Education for consistent programme delivery, academic standards, student experience and outcomes, and the successful implementation of newly validated and revalidated programmes alongside continuing and legacy provision.

The post leads designated Heads of Programme, sets clear expectations and manages performance, resources and change. It works in partnership with clinical and professional training colleagues, professional services, awarding partners and relevant professional bodies so that academic and professional training requirements are delivered coherently and safely.

Main areas of responsibility and accountability

1. Programme delivery and transition

- Hold operational academic responsibility for the delivery and coordination of the PGT portfolio through Heads of Programme, including teaching plans, assessment schedules, student information, timely decisions and delivery against approved programme specifications.
- Lead the implementation and embedding of newly validated and revalidated PGT programmes, with clear delivery plans, accountabilities and checkpoints; oversee consistent arrangements for legacy cohorts, transitional pathways and planned completion of superseded provision.
- Ensure that academic provision remains coherent across different modalities, levels and awards while respecting each programme's distinctive curriculum and professional requirements.

- Work with the Director of Education and relevant colleagues on programme planning, development, viability and resources, contributing evidence-based proposals for portfolio enhancement.
- Work with clinical training, placements, supervision and professional practice leads to ensure that clinical hours, supervision, personal and professional development, practice assessment and professional progression requirements are planned, communicated and appropriately monitored.
- Ensure concerns about professional suitability, safe practice, safeguarding or readiness for clinical work are referred and addressed through the Institute's established policies and designated decision-making routes.

2. People leadership and management

- Line manages designated Heads of PGT Programmes, with clear accountabilities, regular one-to-one meetings, supportive supervision, annual performance and development reviews and timely, documented follow-up.
- Set clear, measurable objectives for direct reports that align with Institute priorities; monitor delivery, performance, attendance and development; provide constructive feedback; recognise achievement; and address performance or conduct concerns promptly, fairly and in accordance with Institute procedures and People & Culture advice.
- Build a respectful, inclusive, accountable and collaborative culture across postgraduate provision; support Heads of Programme to manage their own teams and resolve concerns at the appropriate level.
- Identify academic staffing, capability, workload and succession needs; contribute to recruitment, induction, development and appropriate deployment of staff and ensure proportionate contingency planning for delivery risks.
- Oversee use of the agreed workload allocation model and manage delegated PGT resources and budgets within approved limits, escalating material pressures and proposing viable options.
- Where change is initiated to meet Institute priorities explain the purpose and expectations, engage staff appropriately, manage change conversations constructively, agree milestones and monitor whether agreed changes are embedded.

3. Academic standards, quality and student outcomes

- Ensure consistent application of academic regulations and agreed practices for assessment, feedback, moderation, academic progression, external examining and programme review across PGT provision.
- Oversee programme monitoring and improvement plans, using robust evidence on student feedback, continuation, progression, attainment, completion, complaints and relevant professional training outcomes; agree actions, owners, timescales and review points.

- Lead responses within the PGT remit to recommendations and requirements arising from validation, external examiners, awarding partners and professional, statutory or regulatory bodies, escalating decisions that require institutional approval.
- Promote responsive and inclusive programme delivery and effective student communication, including appropriate responses to concerns and the needs of mature, part-time and professionally training students.
- Ensure programme risks, recurrent concerns and significant performance issues are recorded, monitored and escalated in good time, rather than left unresolved.

4. Institutional contribution and working relationships

- Advise the Director of Education on PGT performance, staffing, delivery risks, resource priorities and improvement options; contribute clear and timely reports to relevant committees and management forums.
- Work collaboratively with the Associate Directors of Education responsible for Undergraduate and Postgraduate Research provision, and the Associate Director for Clinical Programmes & Services, to support coherent academic and professional education across the Institute. As a member of the Senior Management Group (SMG), attend and actively contribute to meetings, collective planning and decision-making, promoting effective coordination, shared approaches and good practice across academic and clinical provision, and contributing to the delivery of the Institute's strategic priorities.
- Work effectively with Registry, Admissions, Student Experience, Academic Quality, clinical placement services and other professional services in support of coherent programme delivery and student experience.
- Work with the Head of Strategic Academic Projects and Inclusion on agreed cross-Institute initiatives, including implementation of relevant Access and Participation Plan (APP) actions within PGT provision; retain accountability for operational delivery, programme teams and PGT performance.
- Contribute to other Institute-wide educational priorities only where specifically agreed with the Director of Education and consistent with the responsibilities of other portfolio and project leads.
- Take an Institution wide lead in an agreed area of the Institute's educational provision (for example Learning and Teaching, Student Experience, professional development) this will be discussed and agreed with the Director of Education.

Person Specification

Essential criteria

- A relevant Master's-level qualification or above and substantial experience in higher education or counselling and psychotherapy professional education.
- Strong, evidenced people-management skills: experience of line management, objective-setting, regular performance review, constructive feedback, staff development and timely management of underperformance or difficult people issues.

- Demonstrable experience of leading transformational change: communicating a clear direction, engaging teams, implementing agreed changes, overcoming delivery barriers and evidencing sustained improvement.
- Substantial experience of academic or programme leadership, including accountability for programme delivery, assessment, standards and quality assurance or enhancement.
- Sound understanding of counselling and psychotherapy professional education, including the relationship between academic learning, supervised clinical practice, personal and professional development, ethics and professional standards.
- Ability to use student and programme information to set priorities, monitor outcomes, manage risks and hold others to agreed actions.
- Effective resource, workload and budget awareness, together with sound judgement about priorities, capacity and escalation.
- Excellent interpersonal, written and verbal communication skills, including the ability to work constructively with students, staff, professional services, external partners and professional bodies.
- Demonstrate inclusive, equitable and culturally responsive educational practice, recognising and addressing barriers to participation and discrimination and applying Institute policies fairly and consistently.
- Fellowship of Advance HE or equivalent recognised teaching expertise, or a commitment to achieving it within an agreed period.

Desirable criteria

- A doctoral qualification or progress towards one and Senior Fellowship of Advance HE.
- Experience of postgraduate programme revalidation, implementation of new structures and management of legacy programme arrangements.
- Direct experience of UK counselling and psychotherapy professional body expectations and engagement with validating or awarding partners.
- Experience of managing a multi-programme portfolio and leading improvements in student outcomes or teaching quality.

General responsibilities

Act in accordance with Metanoia Institute's values, policies and regulations, including equality, diversity and inclusion; safeguarding; health and safety; confidentiality and data protection; and the Institute's social and environmental responsibilities.

Undertake other duties commensurate with the role as reasonably agreed with the Director of Education.

Other information

Metanoia Institute is an equal opportunity employer committed to fostering an inclusive and diverse workplace. We do not discriminate based on race, religion, colour, national origin, sex, gender, gender expression, sexual orientation, age, marital status, or disability status.

We strive to ensure that individuals with disabilities receive reasonable accommodations to participate in the job application and interview process, perform essential job functions, and access other benefits and privileges of employment. If you require accommodations, please do not hesitate to contact us to discuss your individual needs.

We value diversity and are dedicated to creating an environment where all employees can thrive.

Registered in England and Wales at
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