

Course Director
BCPC Diploma in Humanistic and Integrative Counselling

Job Description

The role will be part time, averaging at 7 hours per week across the year. Hours may be more or less than this in any one week and the employee will be expected to manage their hours to achieve this average (overtime is not paid). Pay will be in the range of £35,000 to £41,860 per annum pro-rata (based on a full time week of 35 hours)

The post will be for one year initially, and with a six-month probationary period.

The role carries an entitlement of 20 paid days holiday plus statutory bank holidays, pro rata. Holidays are to be taken outside term time. For full terms and conditions of the role, please refer to the employee handbook.

The main duties of the role are:

- To consult and work collaboratively with the Head of Training and the Course Director for the Psychotherapy MA/Diploma to reach decisions on all training matters
- To work collaboratively and consultatively with the staff teaching on the Counselling Diploma in order to coordinate a coherent training experience for students
- To take overall responsibility for the management of the Counselling Diploma and the two-day Orientation to the Diploma Course
- To take overall responsibility for the management of assessment processes on the courses, to attend the Academic Board and liaise with examiners and the external moderator
- To liaise between the Head of Training and all staff teaching on the Diploma in Counselling
- To attend regular staff meetings as a team, either face-to-face or via phone conference, with the Head of Training and the Course Director for Psychotherapy MA/Diploma
- To attend the Training Committee
- To maintain working links with BACP and attend regional meetings and conferences to ensure that the course continues to meet the standards that maintain accreditation
- To work with national bodies to ensure the training will be appropriate to future government registration of the profession
- To work with the Head of Training to ensure that courses are educationally and financially robust, and to consider new course developments progression routes for students (such as MA/PQMA)
- To assist in the organisation of promotion, advertising and intake procedures including taking overall responsibility for student applications and the management of Interview days

- To work collaboratively with the Head of Training and staff on the Counselling Diploma to ensure there is appropriate quality assurance, staff support, supervision and appraisal within the team
- To ensure the regular development and review of the curriculum of the Counselling Diploma in conjunction with the other teaching staff and the Head of Training and to ensure that curriculum is in line with current developments in the profession
- To be outward facing in terms of recruitment, with a focus on local marketing and be a key contact for prospective students wanting information about the Counselling Diploma

The role will be accountable to and monitored by the Head of Training.

Person Specification

Essential

The candidate must:

- be aligned to the core values of bcpc
- have a counselling or psychotherapy qualification
- be BACP accredited or UKCP registered
- have a trainer or teaching qualification (e.g. BACP Acc Trainer; B.Ed or PGCE) or a minimum of five years experience as trainer
- be familiar with the core theoretical models of the current training
- be familiar with recent developments in the profession
- have supervisory experience of no less than five years
- have experience of curriculum development of no less than two years

Desirable

The candidate would ideally:

- have a masters degree or should be working towards it
- have Supervisor accreditation or recognition
- have experience in collaborative ways of working with staff management