

Advanced Diploma in Counselling: Y2 Tutor Job Description

Part time:	1 day per week (Tuesday) 10am - 5.30pm
Location:	1 Trim Bridge Bath BA1 1HD
Line Manager:	BCPC Director*

*The curriculum aspects of the role are managed on a day-to-day basis by the Counselling Course Leader

The duties of the paid role are:

- To prepare and teach the curriculum for each contact day in liaison with your co-tutor. This will involve double staffing of seminar teaching and various other activities as described in the Counselling section of the Handbook
- To work with the Course Leader to incorporate developments to the curriculum and course materials as required
- To act as tutor to half the students on the course, offering tutorials as indicated in the Handbook for the course - these being outside the course day teaching time
- To act as supervisor to half of the cohort of Counselling Year Two offering group supervision during the course day
- To administer students' progression through the course, including attendance and written requirements
- To set and mark assignments and assessments throughout the course
- To participate in email correspondence and meetings with other staff and the Course Leader as required in relation to student needs or course development discussion
- To keep up to date student files, in conjunction with the Office Manager
- To provide seminar cover for absent co-tutor (short term illness)
- To be responsible for quality assurance alongside the Course Leader and the Director

Additional Duties

(Paid in addition to your salary, at standardised hours and rates, at the end of each term):

- To attend Examination Board meetings as appropriate
- To assist with recruitment to the Counselling course, through vetting applications and references, undertaking interviews, and attending a post-interview meeting to discuss applicants and allocate places
- To attend two whole-day Staff meetings each year (these cover all courses, so if teaching on more than one course, there will still be only two days total)

- To participate in BCPC Open Days
- To attend Counselling Team meetings
- To attend Supervision each term with your co-tutor (with Supervisor of your choice)
- To offer Extra Tutorials to students with designated specific learning differences (for example dyslexia) if they are not working separately with a specialist tutor
- To participate in Interview Panels as requested by the Course Leader/Director

Person Specification

Essential

The candidate must

- have an understanding of humanistic values and principles in training, adult education, counselling and research
- have a Diploma in Counselling or Psychotherapy
- be BACP Accredited or UKCP Registered
- have training and accreditation in supervision
- be familiar with humanistic and psychodynamic theory, and demonstrate an integration of these theories in practice
- have a minimum of 3 years' post-qualifying clinical practice
- have previous experience of working as a trainer, or in a similar setting where trainer skills have been used (i.e. transferable experience)
- have previous experience of working with students' personal development

Desirable but not essential

The candidate would

- have an MA or MSc qualification
- have a teacher or trainer qualification (eg B.Ed, PGCE, BACP accredited trainer)
- have online training and experience of working online

Pay rates for the role start from a full time equivalent of £41,257 p.a. Depending on the size of the group this role will require between 7 and 7.75 hrs per week; therefore, the minimum starting salary will be £8,251 p.a. This rate is subject to experience and a pay review on the 1 September 2026.

Revised 2026