

Tutor recruitment for the academic year 2026 / 2027

Advanced Diploma in Humanistic and Integrative Counselling

Bath Centre for Psychotherapy and Counselling www.bcpc.org.uk



We have an exciting opportunity for motivated and dynamic counsellors and psychotherapists to join the tutor team on our highly thought of Advanced Diploma in Humanistic and Integrative Counselling.

BCPC has been a leading provider of counselling and psychotherapy training for over 40 years and has three core purposes: To provide **excellent training for adult learners** in Listening and Foundational Skills, Counselling and Psychotherapy and opportunities for personal and professional growth and development through a range of training experiences

To provide **counselling and psychotherapy services for the public** through the BCPC Referral Service and through our low-cost counselling services available to those with low income, through our student placement service.

To provide a **professional community** for its graduate membership.

Advanced Diploma in Counselling: Years 1 & 2 - Tutor Job Description

Part time:	1 day / week (Monday/ Tuesday) 10am-5.30pm
Location:	BCPC, 1 Trim Bridge, Bath, BA1 1HD
Start date:	14 th September 2026
Line Manager:	* BCPC Director

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

The core duties of the paid roles are:

- To prepare and teach the curriculum for each contact day in liaison with your co-tutor. This will involve double staffed seminar teaching and various other activities as described in the Counselling Diploma Student Handbook.
- To work with the Course Leader and counselling team peers to incorporate developments to the curriculum and course materials as required.
- To act as tutor to half the students in the cohort, offering tutorials as indicated in the Handbook for the course (these being outside the course day teaching time).
- To administer students' progression through the course, including attendance and written requirements
- To set and mark assignments and assessments throughout the course
- To supply samples of marked work for external moderation
- 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, tutor peers, the Course Leader and the Director

Additional Duties (paid in addition to your salary, at standardised rates)

- To assist with summer recruitment to the Counselling course, through vetting applications and references, undertaking interviews, and attending post-interview meetings to discuss applicants and allocate places
 - To attend two whole-day BCPC Staff meetings each year
 - To participate in BCPC Open Days
 - To attend Counselling Team meetings
 - To attend Supervision each term with your co-tutor
 - 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
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The Curriculum in headline terms:

In Counselling Year 1 the emphasis is on Concepts of Self (including object relations theory, attachment and neuroscience); Human Development and Theories of Change (covering the entire span of human development) and Establishing Safe and Ethical Practice. In Year 2 emphasis is placed on The Therapeutic Relationship; Developing Reflective Practice and Issues in Practice.

Person Specification:

Essential for both years - The candidate must:

- have an in-depth understanding of humanistic and integrative values and principles in training, adult education, counselling and research
- have a Diploma in Counselling or Psychotherapy
- be BACP Accredited and/or UKCP registered
- 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 in a group setting, or in a similar setting where training skills have been used (i.e. transferable experience)
- have previous experience of working with students' personal development

Essential for Counselling Year 2 and desirable in Year 1:

- Have a training and certification/ accreditation in supervision

Desirable but not essential: - The candidate would

- have an MA or M.Sc. qualification in counselling or psychotherapy
 - have a teaching or trainer qualification (e.g. B.Ed., PGCE, BACP accredited trainer)
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Why work for us?

BCPC is absolutely committed to high standards of education and training for all our students. To help us to deliver this we need to recruit the best staff who are aligned to our vision and values.

- You will be part of a small, dedicated team where you can make a real difference
- Generous pension contributions and fair cost of living pay
- Generous holiday allowance
- A great location for office working- BCPC is located in central Bath, less than 10 minutes from the railway station and on local bus routes with easy access to Bath Park and Ride

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 8 and 9.25 hours per week; therefore, the minimum starting salary will be £9,430 p.a. This rate is subject to experience and a pay review on the 1 September 2026.

How to apply

To apply for the role please complete the BCPC Application Form that you have been sent with this information pack.

Would you like to know more?

If you have any questions about the role or would like an informal discussion we would be delighted to talk to you. Please drop us an email at the addresses below and we can arrange a call:

Our Counselling Course Leader, Caroline Yates - cyates.bcpc@gmail.com

Our Director, Rhianwen Gilson - rhianwengilson@bcpc.org.uk

Our Office Manager, Juliette Garrard – officemanager@bcpc.org.uk

We seek applicants who share our vision and values and to increasing the diversity of BCPC. We welcome applications from all sectors and backgrounds.

Thank you for your interest in BCPC, we look forward to receiving your application.

