

Counselling Diploma (Year 1) Tutor Job Description

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 both single and double staffed seminar teaching and various other activities as described in the Counselling section of the Prospectus
- 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 prospectus 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, meetings, or teleconferences 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 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 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 or Evenings, as requested by the Course Leader
- To attend the annual Counselling Team Development Day
- To attend Supervision each term with your co-tutor (with Supervisor of your choice)
- To offer Extra Tutorials to students with designated special needs (for example dyslexia) if they are not working separately with a specialist

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 or UKCP registered
- be familiar with humanistic and psychoanalytic 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
- have training and accreditation in supervision

Desirable

The candidate would

- have a teacher or trainer qualification (eg B.Ed, PGCE, BACP accredited trainer)
- have some training in supervision

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