

Course Leader

Diploma in Humanistic and Integrative Counselling

Job Description

The person in this role will liaise effectively and professionally with all members of the course team, and administrative staff to ensure that students receive high quality academic and professional support, and maintain appropriate quality assurance, support, supervision and appraisal within the team. Liaison with teaching colleagues will help to shape and enhance the course design and future curriculum development.

They will also liaise with external bodies and maintain working links with BACP & UKCP to ensure that the course continues to meet the standards that maintain accreditation, whilst keeping abreast with current professional dialogues.

The role will be part time – averaging out at 2 days per week and is compatible with a teaching role on the Counselling Diploma – to be discussed depending upon the applicant's interest and experience.

The post will be for one year initially, and with a six-month probationary period. The role carries an entitlement of 25 paid days holiday plus statutory bank holidays, pro rata. Holidays are to be taken outside term time

The main duties of the role are:

- To work consultatively with the staff teaching on the Counselling Diploma including leading the team development days
- To take overall responsibility for the management of the Counselling Diploma
- To take overall responsibility for the management of assessment processes on the courses, to chair the Academic Board and liaise with the internal examiner and the external examiner for the Diploma
- To create new policies and procedures as required
- To facilitate curriculum updates/seminar changes on C1 and C2 introducing/updating changes
- To be responsible for new counselling staff induction, supporting tutor pairs, being first 'line manager' for any staffing issues and liaising with Director in this regard
- To attend the BCPC Training Committee (or delegate as appropriate)
- To work with national bodies to ensure that the course continues to meet the standards that maintain accreditation
- To assist in intake procedures, including taking overall responsibility for student applications and the management of Interview days
- To be outward facing in terms of recruitment and to be a key contact for prospective students wanting information about the Counselling Diploma
- To take responsibility for representing the Counselling Diploma at Open day
- To prepare for UKCP five yearly organisational member reviews
- To coordinate the BCPC Accreditation Board for UKCP Psychotherapeutic Counselling
- To liaise with the UKCP College for Psychotherapeutic Counselling
- To assist in the creation of the CPD programme for the membership
- To assist the Director to ensure the flourishing and development of BCPC as an important provider of training and services for psychotherapy and counselling
- To liaise as appropriate with the Finance manager and other office staff

The role will be accountable to and monitored by the Director. The role is developing and may be subject to change.

Other responsibilities of the role:

- To be aware of and comply with policies and procedures relating to equal opportunities, health & safety, security, confidentiality and data protection
- To be aware of the dynamics of prejudice and oppression and take action as appropriate to minimize the effects of this within BCPC
- To contribute to the overall ethos, work and aims of BCPC
- To appreciate and support the roles of other professionals
- To participate in training and other learning activities and performance development as required

Person Specification

Essential

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

Desirable

- have a Master's degree or be working towards it
- have Supervisor accreditation or recognition
- have a knowledge of the regulatory requirements of PSRBs