

Foundation Tutor Job Description

Part time:	1 day per week
Location:	1 Trim Bridge Bath BA1 1HD
Salary:	£36,337 pro rata
Line Manager:	BCPC Director

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 staffed seminar teaching and various other activities as described in the Foundation curriculum on the website (for example, discussion groups, observation of skills practice, co-leading Open Group)
- To work with other team members to incorporate developments to the curriculum and course materials as required
- To act as tutor to half the students on the course, offering tutorials during the course day as indicated in the course schedule for the year
- To administer students' progression through the course, including attendance
- To mark one assignment (at the end of Term Two)
- To participate in email correspondence, meetings, or teleconferences with other staff and the office as required in relation to student needs or course development discussion
- To keep up to date student records in liaison with the office manager and provide these for filing at the end of the year
- To write a reference for any tutees applying for BCPC Diploma Courses
- To provide seminar cover for absent co-tutor (short term illness)
- To be responsible for quality assurance

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 Foundation 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
- To participate in BCPC Open Days or Evenings, as requested by the Course Director
- To attend Foundation Team Development Meeting(s) (either one day per year, or two half days)
- To attend supervision each term with your co-tutor (with supervisor of your choice)
- To offer extra tutorials to students with designated special needs (e.g. dyslexia)

Person Specification

The candidate must

- have a Diploma in Counselling or Psychotherapy
- have an understanding of humanistic values and principles in training, adult education, counselling and research
- 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 2 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

The candidate would

- have an MA or MSc qualification
- have a teacher or trainer qualification (e.g. B.Ed, PGCE, BACP accredited trainer)
- have training and/or accreditation in supervision