

## Foundation Tutor: Job Description

<b>Part time:</b>	1 day per week
<b>Location:</b>	1 Trim Bridge Bath BA1 1HD
<b>Line Manager:</b>	BCPC Director*

\*The role is managed on a day-to-day basis by the Foundation 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 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 Process Group)
- To work with the Course Leader and 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 and meetings with the Course Leader and other team members as required in relation to student needs or course development discussion
- To keep up to date with digital student records
- 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

(These are paid in addition to your salary, at standardised hours & rates, at the end of each term):

- To assist with recruitment to the Foundation course through undertaking interviews and attending a post-interview meeting to discuss applicants and allocate places
- To attend two whole-day Staff meetings each year

- To participate in BCPC Open Days
- To attend Foundation Team Meeting(s) (one half-day per term)
- To attend an end of year Team Review meeting
- 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**

### **Essential**

The candidate must

- have a Diploma in Counselling or Psychotherapy
- have a minimum of 2 years' post-qualifying clinical practice
- have an understanding of humanistic values and principles in training, adult education, counselling and research
- be BACP accredited or UKCP registered
- be familiar with humanistic and psychodynamic theory, and demonstrate an integration of these theories in 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 (e.g. B.Ed, PGCE, BACP accredited trainer)
- have training and/or accreditation in supervision

Pay rates for the role start from a full time equivalent of £41,257 p.a. This role will require 6.25 hrs per week; therefore, the starting salary will be £7,367 p.a. This rate is subject to experience and a pay review on the 1 September 2026.