Programme Tutor | Foundation Certificate in Psychodynamic Counselling Theory & Skills

Purpose of the Post:

To lead, monitor the teaching and delivery of the **Foundation Certificate in Psychodynamic Theory and Skills** and the **Introduction to Counselling Skills** courses**.**

To help trainees in their understanding of psychodynamic theory and its application to work with clients by recruiting managing and retaining suitably qualified teachers and group facilitators to deliver the course.

Accountability: Managerially responsible to the Head of Training Operations.

Terms:

- 20 hours a week
- Available for a job share
- Based in St Albans with home working and visits to training venues in Herts, Beds & Clapham
- Early 2021 start

MAIN TASKS AND RESPONSIBILITIES

1. To work with colleagues and teams each year to market courses and recruit students

2. To review the handbook each year following consultation with students, teaching staff and to keep up to date with clinical practice and research Incorporating new texts for learning

3. To recruit and support Seminar Tutors and Group Facilitators holding termly meetings and by visiting courses and teaching teams regularly

4. To offer mentoring and extra support to new team members

5. To operate a policy of yearly quality assessments of the teaching staff

6. To ensure the teaching of the syllabus by staff as outlined by the Counselling Foundation Training Centre recognising individual expertise and style.

7. To determine that seminars/workshops are being taught according to the Seminar description, aims and learning outcomes.
8. To keep informed about up-to-date records of student's assessment and progress and make sure that tutors give students regular feedback of their progress in written and / or verbal form and, if necessary, including seeing students individually.

9. To organise and lead a study morning for all students during the latter part of the first term and to lead a presentation about essay writing.

10. To contact students who have concerns of any concerns about absences, or progress, as and when required.

11. To receive written assessments of students whose progress is questioned and liaise about the appropriate steps to be taken regarding the award of the Certificate.

12. To lead three or more staff meetings (at least 1 per term) for staff working on the Foundation Certificate course.

13. To ascertain that the course is being taught within the relevant BACP Ethical Framework of Good Practice in Counselling and Psychotherapy and to ensure that students understand and work within the framework.

14. To facilitate good communication between the Seminar Tutors and Group Facilitators regarding the development of students in their group.

15. To liaise with the Head of Training Operations when appropriate .and to send regular reports and be a core member of the monthly Training Management Committee. Regular communication between all Programme Tutors is essential.

16. To attend monthly Clinical Committee meetings

17. To undertake any other responsibilities or tasks as reasonably required by the Counselling Foundation Training Centre

18. To evaluate the modules via feedback, questionnaire, and post module review with management at the Curriculum Review Meeting in Term usually in Term 3.

19. To moderate three theoretical essays from each seminar group. (Currently two written assignments of 2000 words per course) An additional fee is paid for doing this work.

20. To maintain own continuous professional development and provide a log if requested to do so by the Counselling Foundation Training Centre.

21. To monitor own teaching practise and be prepared to arrange teaching cover or provide it at short notice to cover illness etc.

22. To be responsible for the delivery, content of the Introduction to Counselling Skills

PERSON SPECIFICATION

EXPERIENCE AND KNOWLEDGE

1. To have trained with a recognised training organisation whose orientation is in psychodynamic psychotherapy and/or psychodynamic counselling and should be a fully qualified member of that organisation.

2. To be a practising psychodynamic psychotherapist and/or psychodynamic counsellor registered with UKCP or FPC or other recognised professional body or accredited by BACP. Consideration will be given to individuals working towards accreditation.

3. To be in good standing with their professional body and respected as a therapist/counsellor in their own locality by other professionals working in this field.

4. To have an understanding and/or experience of working within a counselling agency and be able to work with others involved in the provision of the training programme.

5. To have experience of using and teaching psychodynamic counselling theory and skills including using online platforms

6. To be able to contribute to the development of the training programme

7. To have good IT skills and be prepared to extend personal experience in working online

8. To be able to recognise, contain and work through any splits that may arise between the training / experiential group / trainee's therapy.

9. To be familiar with the BACP Ethical Framework of Good Practice in Counselling and Psychotherapy and always ensure that they work within that framework and ensure that students are also familiar with the framework.

10. The applicant must be familiar with and adhere to the Counselling Foundation Equal Opportunities policy

11. The applicant must work within the ethos of the Counselling Foundation. To aim to ensure that, as far as is possible, equality of opportunity is available to all who work within the organization or use its services. To seek to promote equality of opportunity where you have influence, including Counselling Foundation's constituent bodies and the professional organisations on which Counselling Foundation is represented.

SKILLS, ATTITUDES AND ABILITIES

1. To demonstrate a high level of interpersonal and communication skills and show distinct leadership qualities

2. To demonstrate the ability to teach didactically and experientially and to be able to provide lesson plans for each session to share with tutors as appropriate

3. To demonstrate the ability to assess students appropriately and thoroughly throughout the training.

4. To be able to liaise with other staff and managers appropriately.

5. To demonstrate to tutors and students, empathy, genuineness and warmth when in all communication.

6. To demonstrate a non-judgemental attitude whilst facilitating the development of students.

7. To address issues of prejudice and discrimination as they arise.

8. To work within and support the Counselling Foundation Training Centre commitment to Equal Opportunities.

9. To be able to work effectively as part of a team whilst retaining the ability to work independently.

10. To be able to work within an organisational structure.

11. To reach out and develop links with other community agencies where there are common aims to support vulnerable adults through listening and providing counselling skills.

QUALIFICATIONS

- The Programme Tutor must be experienced, qualified psychodynamic counsellors (BACP Accredited and / or FPC member or equivalent) or psychoanalytic psychotherapists (UKCP or BCP registered).
- An advanced counselling qualification and a teaching / training qualification is desirable (e.g. BACP Accredited Trainer; PGCE; Cert.Ed. or B.Ed.)
- All applicants confirm that they have no suspensions or with their accrediting body.