



The Sherwood Institute

Nottingham

MSc Person-Centred Psychotherapy & Counselling

Job Description

Job Title: Tutor/Trainer - MSc Person-Centred Psychotherapy & Counselling

Location: This Post is based at the Sherwood Psychotherapy Training Institute, Thiskney House, 2 St James Terrace, Nottingham. Training delivery will take place at this location and at our nearby building in Nottingham City Centre.

Hours: Part-time; individually negotiated with the Programme Leader on an annual basis.

Fees: Details regarding remuneration are available separately via discussion with Alison Fookes, Director of Finance. Contact via email at alison.fookes@spti.net

Accountability: Managerially accountable to Programme Leader & Institute Directors.

Liases with: Programme Leader and Team colleagues; key members of SPTI Staff and those of validating Universities/relevant professional bodies.

Key Qualifications:

In order to be eligible to apply applicants will need:

- To be qualified to post graduate level in the Person-Centred Approach
- To have been registered/accredited as a psychotherapist within the UKCP/BACP for a minimum of three years
- To have been a qualified supervisor as recognised by SPTI for a minimum of two years
- To maintain such registration/accreditation for the contract duration
- To have a minimum of three years post qualification training/supervisory/clinical experience
- Not to be subject to any unresolved ethical complaints
- Not to have been found guilty of serious professional misconduct or ethical misconduct

Job Summary:

The tutor shall fulfil all the functions and perform all the tasks involved in executing training within the MSc Person-Centred Psychotherapy and Counselling Programme. This will include;

- providing an agreed number of days of scheduled training
- administrative duties to ensure the smooth running of the training

- attending meetings as agreed with the Programme Leader and those agreed with the Director of Training
- working flexibly; including meeting with students as appropriate during the training workshop/s
- ensuring the training environment is appropriately prepared to receive Students in accordance with agreed safety and security arrangements
- being available for emergency cover of training sessions as agreed with the Programme Leader
- completing assessment of Student progress including marking written work, presentations and practice related elements in compliance with the relevant standards and obligations of SPTI/SC&P and its validating partners
- ensuring pastoral responsibility for students is maintained; for instance, by providing appropriate tutorial input
- ensuring all requests and demands made of SPTI and/or SC&P and relevant to the training by the validating partners are fulfilled to a satisfactory standard and on a satisfactory timescale.
- ensuring the training conforms to all SPTI/SC&P and validating partners' quality standards and practices
- taking all necessary action to ensure that the Programme and the SPTI/SC&P are respected both within and outside the psychotherapy and counselling profession
- assisting the Programme Leader in any reasonable way in the fulfilment of the Programme Leader's contract. This will include contributions to resource maintenance and development
- cooperation with all tasks and duties associated with any complaint, appeal, legal action or any other such procedure adopted by or imposed on SPTI/SC&P by any body that has the right to involve SPTI/SC&P or its representatives in any such procedure

Please note:

The tutor is expected to comply with all relevant policies, procedures and guidelines including to those relating to Equal Opportunities, Health and Safety and Confidentiality of Information approved by SPTI/SC&P and its validating partners.

The Tutor is engaged as an independent contractor and as such is responsible for their own supervision/consultation to meet the requirements of SPTI/SC&P and its validating partners. Tutors are required to become a graduate member of SPTI.

This is not an exhaustive list of duties and responsibilities and the tutor may be required to undertake other duties which fall within the remit of their role, in discussion with the Programme Leader and/or Institute Director/s.

SPTI/MJC/27-01-10