**Tutor - Introductory Courses**

**Job Description**

**Job Title: Tutor - Introductory Courses**

**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/Director of Training on an annual basis.

**Fees:** Details regarding remuneration are available separately via vacancies@spti.net

**Employment status:** Self-employed.

**Accountability:** Managerially accountable to Programme Leader

**Liaises with:** Programme Leader andTeam colleagues; course administrators

**Key Qualifications:**

In order to be eligible to apply applicants will need:

* To hold a counselling or psychotherapy qualification
* To be registered/accredited with UKCP/BACP
* To have experience as trainer and supervisor
* Not to be subject to any unresolved ethical complaints
* Not to have been found guilty of serious professional misconduct or ethical misconduct

**Job Summary:**

We offer two introductory level courses: ABC Level 2 Award in Counselling Concepts and a Foundation Access Course. The Counselling Concepts course is currently offered to students as an evening programme and a fast-track daytime programme (all totalling 30 hours). The Foundation Access Course is offered to students twice a year as a daytime programme (currently Mondays) over a 5-month period.

The tutor shall fulfil all the functions and perform all the tasks involved in executing training within the course.

The duties will include:

* providing an agreed number of sessions of scheduled training
* administrative duties to ensure the smooth running of the 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 and the Awarding Body
* ensuring pastoral responsibility for students is maintained; for instance, by providing appropriate tutorial input
* ensuring the training conforms to all SPTI and the Awarding Body’s quality standards and practices
* taking all necessary action to ensure that the Programme and SPTI are respected both within and outside the psychotherapy and counselling profession
* ensuring all requests and demands made of SPTI and relevant to the training by the Awarding Body are fulfilled to a satisfactory standard and on a satisfactory timescale.
* attending meetings as agreed with the Programme Leader and those agreed with the Head of Training
* cooperation with all tasks and duties associated with any complaint, appeal, legal action or any other such procedure adopted by or imposed on SPTI by any body that has the right to involve SPTI 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 the Equality Act 2010, Health and Safety and General Data Protection Regulation approved by SPTI and the Awarding Body.

The Tutor is expected to remain in practice and is responsible for their own clinical supervision to meet the requirements of BACP/UKCP and SPTI. They will 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, Head of Training and/or Institute Director/s.