**BSc (Hons) Counselling and Psychotherapy**

**(Accredited by BACP,** **validated and final degree awarded by Staffordshire University)**

**Job Description**

**Job Title: Tutor – BSc (Hons) Counselling and Psychotherapy**

**Location:**This Post is based principally at our premises in Nottingham City Centre.

**Hours:** Part-time; individually negotiated with the Programme Leader/ Director of Training on an annual basis.

**Fees:** Details of our attractive remuneration package are available separately. Contact via email 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:

* Qualified to at least graduate level within a Humanistic and Integrative framework.
* To have been accredited and practising as a psychotherapist within the BACP/UKCP (or equivalent professional body) for a minimum of three years.
* To have been a qualified and practising supervisor for a minimum of two years.
* To have experience of individual and group supervision.
* To maintain such accreditation for the contract duration.
* To have significant experience of training delivery.
* 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 BSc (Hons) in Counselling & Psychotherapy. This will include:

* Providing an agreed number of days of scheduled training.
* Development and review of high quality resources to enhance learning within modules.
* Administrative duties to ensure the smooth running of the training.
* Attending meetings as agreed with the Programme Leader and Director of Training.
* Working flexibly; including meetings and tutorials with students as necessary.
* 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 its validating partners.
* Ensuring pastoral responsibility for students is maintained; for instance, by providing appropriate tutorial input or via the link tutor role.
* Working to promote equality, diversity and inclusion in the training context.
* Ensuring all requests and demands made of SPTI 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 and validating partners’ quality standards and practices.
* Taking all necessary action to ensure that the Programme and the SPTI are respected both within and outside the psychotherapy and counselling profession.
* Cooperation with all tasks and duties associated with any complaint, appeal, legal action or any other such procedure adopted by or imposed on SPTI.

**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 its validating partners.

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 and/or Institute Director/s.

**Trainee Tutors** We also welcome applications from accredited psychotherapists and counsellors who meet most, but not all, of the essential criteria (see Trainee Tutor job description). Applicants will need to be qualified practitioners with supervision experience. The trainee tutor position is a fully supported option which through induction, training and assessment leads to full tutor status.

**Person Specification - BSc Tutor**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS/PROFESSIONAL STATUS** |  |  |
| Qualified at least to graduate level within the Humanistic and integrative framework  | **√** |  |
| Have been practising as an accredited/registered psychotherapist for a minimum of three years | **√** |  |
| Maintaining a current caseload and have BACP/UKCP registration (or equivalent professional body status) as an individual psychotherapist  | **√** |  |
| Completed a relevant teaching qualification (e.g. PgCert in Higher Education (PGCHE) or a Fellowship of the Higher Education Academy (FHEA)) |  | **√** |
| Have experience in teaching/facilitating group learning  | **√** |  |
| To have completed a formal supervision training  | **√** |  |
| Have been practising as a supervisor for a minimum of two years | **√** |  |
| Not subject to any unresolved ethical complaints or who have been found guilty of serious professional misconduct or ethical misconduct. | **√** |  |
| **EXPERIENCE AND KNOWLEDGE** |  |  |
| Depth and breadth of knowledge to facilitate student learning  | **√** |  |
| Knowledge and experience of higher education and ability to utilise a range of delivery techniques to enthuse and engage trainees  |  | **√** |
| Knowledge of BACP requirements regarding training and registration |  | **√** |
| Experience of linking philosophy, theory and practice  | **√** |  |
| Experience and knowledge of assessment and provision of feedback in relation to written, presentation work and therapeutic practice  |  | **√** |
| Knowledge and experience of working face-to-face in premises and remotely | **√** |  |
| **SKILLS** |  |  |
| Ability to work independently and on own initiative  | **√** |  |
| Ability to work within a diverse team to fulfil the demands of the role | **√** |  |
| Excellent interpersonal skills, communication style and team working  | **√** |  |
| Excellent written and verbal communication skills including presentation skills (face-to-face, in premises and remote) | **√** |  |
| Proven skills in making effective use of technology to enhance learning, including familiarity with IT packages such as Word, PowerPoint, Outlook | **√** |  |
| **ATTRIBUTES** |  |  |
| Commitment to Humanistic and Integrative philosophy and theory and to translating these into practice as a trainer | **√** |  |
| Commitment to Equality, Diversity, and Inclusion (EDI) within training and the wider professional context generally  | **√** |  |
| Commitment to your own professional development  | **√** |  |
| Commitment to working within relevant professional, ethical, and legal frameworks | **√** |  |
| A warm relational and creative approach to work and to team working | **√** |  |
| To be a committed member of the team who will work flexibly and responsively  | **√** |  |