**BSc (Hons) Counselling & Psychotherapy**

**(Validated by Staffordshire University and accredited by BACP)**

**Job Description**

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

**Location:** This Post is based at the Sherwood Psychotherapy Training Institute, Nottingham

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

**Fees:** Details regarding remuneration are available separately on request

**Accountability:** Managerially accountable to Programme Leader

**Liaises with:** Programme Leader and Team colleagues; course administrators.

**BSc (Hons) Counselling Skills Tutor Job Summary:**

* Provide an agreed number of sessions of scheduled skills training.
* Administrative duties to ensure the smooth running of the skills training.
* Attend pre and post workshop meetings with main workshop tutor.
* To liaise with main tutor regarding the topic of clinical skills required
* Provide supervisory input into students’ clinical work in triads and fishbowls commensurate with trainee experience.
* To support and also offer appropriate challenge to encourage development of therapist’s skills.
* To evaluate the degree to which the module theory covered so far is being understood and supports development of clinical skills.
* Provide clinical skills feedback to students from a humanistic and integrative framework.
* 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.
* Completing assessment of practical skills work, presentations and readiness to practice in compliance with the relevant standards and obligations of SPTI and its validating partners.
* Attending meetings as agreed with the Programme Leader and those agreed with the Head of Training.
* Ensuring that students and colleagues are treated with respect and that due allowance is made for difference and diversity.
* To appreciate and appropriately respond to learning styles of different members of group.
* Working flexibly; including meeting with students as appropriate during the training workshop/s.
* Being available for emergency cover of skills training sessions as agreed with the Programme Leader.
* 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 by any body that has the right to involve SPTI or its representatives in any such procedure. These duties provide a framework for the role as skills tutor and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the responsibilities of the post.

**Essential qualifications and experience:**

In order to be eligible to apply applicants will need to demonstrate that they will be able to meet all of the essential criteria (listed below):

* Qualified to at least graduate level within a Humanistic and Integrative framework.
* To be accredited by the BACP and/or registered as a UKCP psychotherapist (or equivalent professional body) for a minimum of three years.
* To be a qualified supervisor.
* To maintain such accreditation/registration for the contract duration.
* Not to be subject to any unresolved ethical complaints.
* Not to have been found guilty of serious professional misconduct or ethical misconduct.
* To understand the needs of diverse learners, including adults from communities that are under-represented in HE, with recent experience of effective work in supporting such learners.
* Maintains an active commitment to keeping up-to-date with relevant academic theory and practice, continuing professional development as an educator.
* Proven skills in making effective use of technology to enhance learning.
* Commitment to your own professional development.
* Highly developed inter-personal and communication skills as the basis for effective working relationships with students from diverse backgrounds and with professional colleagues and partners both within and external to SPTI.
* Capacity to create and maintain a supportive and sufficiently challenging learning environment.
* Ability to recognise issues of pastoral, educational, therapeutic and ethical concern and take appropriate action.

**Please note:**

The Skills 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 Skills 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 skills 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.