

Theory Seminar Tutor

Job Description

GCS is a counselling and training organisation. Our Diploma in Psychodynamic Counselling runs over three academic years and is an accredited course. The Theory Seminar Tutor delivers a theory module of the course to a year group. The Theory Seminar Tutor is integral to the Diploma staff team and supports the development of trainees in their contributions within seminars, review meetings and reports.

Reporting to	Diploma & Associate Course Lead (D&ACL)
Located at	Alma House, Stroud
Remuneration*	£60.00 per session + 12.07% Holiday Pay
Hours	30 Sessions (1 ½ hours) over the academic year. Monday or Tuesday dependent on year group timetable.
Term	Fixed Term 30 weeks. September – July.

Role Overview

- Lead 30 seminars each of 1½ hours duration on dates and times required by GCS and able to deliver seminars in person or remotely.
- Responsible for the Theory Module - teaching and facilitating the curriculum as outlined by GCS, drawing upon their own individual expertise and style.

Main Responsibilities

- Encourage and model a variety of presenting methods which help bring the topics alive, including the use of PowerPoint, thought-provoking exercises, games, film clips, poetry, music, craft materials, and the latest scientific research.
- Attend and contribute to Year Group Trainee Review Meetings - two scheduled meetings per term. Ad-hoc meetings may be requested outside of these.
- Attend and contribute to Diploma Staff Meeting – two scheduled annually.
- Attend any required induction or training sessions.
- Use GCS SharePoint to maintain accurate and up to date registers.
- If the first Training session of the day responsible for room set up (chairs are appropriately laid out, heaters on) and if the last Training session of the day responsible for room close (e.g. shutting windows, turning off any electronics and shutting up building)
- To complete marking relating to the module following the marking criteria set out by GCS and offer feedback to trainees. (Assignment marking claimable in addition to Salary)
- To complete Trainees Reports and any other written Reports relating to trainees if required.

- To follow policies and procedures of GCS including maintaining attendance records provided by the GCS Training Office.
- Inform the Diploma & Associate Course Lead regarding concerns about individual trainees, e.g. absences, progress of students. Where required providing written assessments.
- To liaise with other members of the Training Team
- Assist in monitoring and evaluating the curriculum content and delivery of training standards via feedback, questionnaires and post module reviews when appropriate.
- Ad-hoc, brief meetings relating to any aspect of the role are within your role responsibilities. Invitation to any meetings outside of those detailed above are claimable when explicitly agreed with your line manager, D&ACL.
- To understand and comply with all GCS digital policies to ensure compliance to GDPR.
- To teach within the relevant BACP Ethical Framework of Good Practice in Counselling and Psychotherapy and to ensure that students understand and work within the framework and work within the BPC accreditation requirements for the course.
- Attend training and development sessions when required, including compulsory training.
- Support the values and strategic aims of the GCS Training Department.
- To undertake any other responsibilities or tasks as reasonably required by GCS.

Person Specification

- Qualifications**
- Experienced and qualified psychodynamic counsellors or psychoanalytic psychotherapists (BACP, UKCP, BCP registered or equivalent). (A)
 - A teaching / training qualification is desirable (e.g., BACP Accredited Trainer; PGCE; Cert.Ed. or B.Ed.) but not essential. (A)
- Experience & Knowledge**
- To be a practicing accredited psychodynamic counsellor or psychotherapist (BACP, UKCP, BPC or equivalent professional body). (A)
 - Experience of facilitating enquiry and discussion within a learning environment. (A & Ass)
 - Experience of academic writing at Diploma Level. (A)
 - Marking within a set criterion and supporting development of learning outcomes within a teaching environment. (A)
 - Expanded theoretical work beyond Diploma Level in further training or CPD. (A, Ass, Int)

Skills Attitudes & Abilities

- To be able to recognise, contain and work through any conflicts or splits that may arise through the content that is covered within the module as individuals or as a group. (Int)
- Experience of and adherence to the BACP Ethical Framework of Good Practice in Counselling and Psychotherapy. (A & Int)
- Competent IT Skills (A, Ass, Int)
- An up-to-date awareness of the changing legal and regulatory requirements within counselling and psychotherapy (A & Int)
- Understanding and adherence to the law regarding copyright and plagiarism, knowledge regarding accurately citing sources for intellectual material used in the curriculum. (A)
- Empathy, genuineness, warmth and a non-judgemental attitude when teaching and relating to trainees (Ass, Int)
- Willingness to embrace the virtual learning environment. (Ass, Int)
- Able to demonstrate the ability to facilitate experiential learning through a flexible and creative approach. (Ass, Int)
- To have a curiosity and interest in the theoretical underpinnings of psychodynamic work (Int)
- Demonstrate the ability to assess trainees appropriately within the framework provided by GCS. (A, Int)
- To demonstrate a non-judgemental attitude whilst facilitating the development of trainees. (Int)
- Self-management skills including organisational skills and time-keeping. (A, Int)
- To liaise with other staff and managers appropriately and in compliance with GCS Positive Working Environment expectations.. (Int)
- To engage with and support the wider GCS organisation in the achievement of its goals and mission. (Int)

Assessing the Person Specification: A – Application Form / Ass - Assessment / Int – Interview

***Remuneration** – Applicable to academic year 2021/2022. Pending GCS Annual Pay Review for 2022/2023.

£60.00 per session + 12.07% Holiday Pay (30 sessions delivered over the academic year). Includes seminar delivery and all other stated activities within the job description including meetings stated (Year Group Review & Diploma Staff) and reports. Claimable in addition to this is marking and explicitly stated claimable activities.

From time to time your line manager may identify with you a need for discrete development or project work that is outside of the explicitly stated job responsibilities (this may include activities such as module or course development work). Claimable at a rate of £16.00 (+12.07%)