

CERTIFICATE IN COUNSELLING SKILLS SEMINAR TUTOR

We are recruiting for a Seminar Tutor to deliver our curriculum for one of the Certificate in Counselling Skills courses running from September. The Certificate in Counselling Skills is equivalent to a foundation level. The course is designed to develop the skills involved in Counselling and its design and structure are underpinned by psychodynamic principles.

REPORTING TO: TBC

PURPOSE: To deliver the curriculum and facilitate a learning environment to trainees on the Certificate in Counselling Skills Course.

TIME & LOCATION: Commencing September 2022 for 30 weeks of the academic year. Wednesday's at 18.00 – 19.30, Alma House – Stroud

SALARY: £52.00 per session + 12.07% Holiday Pay (30 sessions delivered over the academic year). Includes delivery of the Seminar (1 ½ hour per week during term time) and all other related tasks and activities outlined in the Job Description. Claimable in addition to this is marking and explicitly stated claimable activities.

APPLICATION PROCESS: Applications deadline **Sunday 16th July 2022**

The recruitment process following shortlisting will involve a formal interview alongside a practical assessment of skills related to the role.

Applications will only be considered when completed on the GCS Application Form – please see website. Please ensure that applications are sent to training@glosocounselling.org.uk

For an informal discussion or further information about the role please contact the CEO, Fiona Phelps via email ceo@glosocounselling.org.uk (available after 11th July) or the Training Team on training@glosocounselling.org.uk

JOB DESCRIPTION & MAIN RESPONSIBILITIES

- To deliver 30 sessions each of 1½ hours duration on dates and times required by GCS and able to deliver seminars in person or via Zoom if required. Delivering the curriculum as outlined by GCS whilst drawing upon individual experiences and style.
- Utilise teaching skills that combine both experiential and didactic methods to support trainees to meet the learning outcomes required.
- Attend and contribute to CCS Staff Meeting – two scheduled annually.
- Attend and contribute to CCS Seminar Tutor Review Meetings – one meeting per term. Ad-hoc meetings may be requested outside of these. **(Claimable outside of Salary)**
- To continuously assess trainees and escalate any concerns about individual trainees to the Training Office. To provide written assessments of individual trainees if required and to highlight appropriate steps to be undertaken to support them in achieving the award of the Certificate.
- To write a short report for each trainee on completion of the Certificate.
- To liaise with the Training Office
- To liaise with the group facilitators where required and appropriate.
- To mark two essays which form part of the curriculum **(Claimable outside of Salary)**
- Attend any required induction or training sessions.
- 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 follow policies and procedures of GCS including maintaining attendance records provided by the GCS Training Office.
- To liaise with other members of the CCS Training Team

- Assist in monitoring and evaluating the curriculum content and delivery of training standards via feedback, questionnaires and post course reviews when appropriate.
- To understand and comply with all GCS digital policies.
- To teach within the relevant BACP Ethical Framework of Good Practice in Counselling and Psychotherapy ensuring that trainees are aware of Ethics and frameworks within counselling.
- 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

EXPERIENCE AND KNOWLEDGE

- To be a practicing accredited counsellor or psychotherapist (BACP, UKCP, BPC or equivalent professional body). (A)
- To have a formal training in psychodynamic principles.
- Experience in an experiential teaching environment or skills development (A & Ass)
- Experience of and adherence to the BACP Ethical Framework of Good Practice in Counselling and Psychotherapy. (A & Int)
- Competent IT Skills (A, Ass, Int)

SKILLS, ATTITUDES AND ABILITIES

- Empathy, genuineness, warmth, and a non-judgemental attitude when teaching and relating to trainees (Ass, Int)
- Confident presenting style (Ass)
- Able to personalise and deliver the curriculum content (Ass, Int)
- Willingness to embrace the virtual learning environment. (Ass, Int)
- To demonstrate a non-judgemental attitude whilst facilitating the development of students. (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 Code of Conduct. (Int)
- To engage with and support the wider GCS organisation in the achievement of its goals and mission. (Int)

QUALIFICATIONS

- Experienced and qualified counsellors or psychotherapist (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)