

## DIPLOMA THEORY TUTOR YEAR 3

**REPORTING TO:** Diploma & PQY Course Lead

**PURPOSE:** GCS is a counselling and training organisation. Our Diploma in Psychodynamic Counselling runs over three academic years and is accredited by the BPC. 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, at trainee review meetings and with trainee reports. The Theory Seminar Tutor will Lead 30 seminars each of 1½ hours duration on dates and times required by GCS and be able to deliver seminars in person. They are also responsible for the Theory Module - teaching and facilitating the curriculum as outlined by GCS, drawing upon their own individual expertise and style.

**HOURS:** 30 Sessions (1 ½ hours per session) over the academic year, currently Tuesday.

**LOCATION:** Alma House, Stroud.

**CONTRACT TYPE:** Fixed Term – 1 academic year

### REMUNERATION:

- Salary: £2,105.78
- Additional Hours: £44.10 - Seminar delivery & other activities in the job description.
- Pre-approved Additional Project Work: £17.00 per hour
- Pre-approved Meetings: £13.00 per hour
- Marking of Case Studies: £50 per paper

### JOB DESCRIPTION & MAIN RESPONSIBILITIES

- Utilise a variety of presenting methods which help bring psychoanalytic concepts to life, incorporating historical context, a good knowledge of the history of psychoanalysis, an excellent grasp of psychoanalytic theory, and an ability to contemporise these concepts using examples from clinical practice.
- To be immersed in such concepts and support the psychodynamic modality in which trainees are working.
- To explain complex theories and concepts in a way that is appropriate for the year group.
- To help prepare trainees for the world of counselling post-graduation.
- To be actively supportive in assisting trainees in their final Case Study.
- 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.
- Attend an annual curriculum meeting.
- If the first Training session of the day, responsible for room set up and if the last Training session of the day responsible for room close.
- To complete marking relating to the module following the marking criteria set out by GCS and offer feedback to trainees.
- Complete Trainee reports & any other written reports relating to trainees as required.
- To follow policies and procedures of GCS including maintaining attendance records provided by the GCS Training Office.

- Inform the Diploma & PQY Course Lead regarding concerns about individual trainees, e.g. absences, progress of students.
- 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.
- To understand & 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 & development sessions when required, including mandatory training.
- Support the values and strategic aims of the GCS Training Department.
- To undertake any other responsibilities or tasks as reasonably required by GCS.

### EXPERIENCE AND KNOWLEDGE

- To be a practicing accredited psychodynamic counsellor or psychotherapist (BACP, UKCP, BPC or equivalent professional body). (A)
- Experience of facilitating enquiry & discussion in a learning environment. (A & Ass)
- Experience of academic writing at Diploma or Degree Level. (A)
- Marking within a set criterion and supporting development of learning outcomes within a teaching environment. (A)
- Expanded theoretical work beyond Diploma EG: further training or CPD. (A, Ass, Int)
- To be able to recognise, contain & work through conflicts or splits that 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 & adherence to the law regarding copyright & plagiarism & accurately citing sources for intellectual material used in the curriculum. (A)

### SKILLS, ATTITUDES AND ABILITIES

- 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)
- Demonstrate the ability to facilitate experiential learning with a flexible & creative approach. (Ass, Int)
- Have curiosity, enthusiasm & interest in the theoretical underpinnings of psychodynamic work. (Int)
- The ability to explain and make sense of complex concepts with Trainees. (Int)
- Demonstrate the ability to assess trainees within the GCS framework. (A, 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 in & support the wider organisation in its goals and mission. (Int)

## 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)

ASSESSMENT OF PERSON SPECIFICATION KEY		
A = Application	Ass = Assessment	Int = Interview