

FPPD (Further Personal & Professional Development)

SEMINAR TUTOR

We are recruiting for a Seminar Tutor to lead our Further Personal & Professional Development module. The module sits within the third year of our Diploma in Psychodynamic Counselling and aims to support the development of our trainees in their identity as professional psychodynamic counsellors. Over the three terms of the academic year the module covers the following themes:

- Self, Identity and Reflective practice,
- Groups, Organisations, Culture & Society
- Research, Ethics, Assessment & Risk

Although this is a Tutor led module there is an emphasis based on encouraging facilitated discussion amongst the group and the Tutors role is to support the development of 'leading' and contributing to discussion.

REPORTING TO: Diploma & Associate Course Lead (D&ACL)

PURPOSE: To enable trainees to meet the Learning Outcomes of the FPPD module.

TIME & LOCATION: Commencing September 2024 for 30 weeks of the academic year. Mondays at 9.30 – 11.00 AM. Alma House, Stroud.

RENUMERATION: Salary £1,984.50. Includes seminar delivery and all other stated activities within the job description including meetings and reports. Claimable in addition to this is marking and explicitly stated claimable activities.

Marking of End of Year Essay: £42.00 per paper

APPLICATION PROCESS: Applications deadline 20TH May 2024.

Interviews will be planned for June and will comprise of a formal interview alongside a practical assessment of skills related to the role.

Please ensure that applications are sent to training.bookings@gloscounselling.org.uk

For an informal discussion or further information about the role please contact the Diploma & Associate Course Lead, Sally Regan via email sally.r@gloscounselling.org.uk

JOB DESCRIPTION & MAIN RESPONSIBILITIES

- 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 FPPD Module - teaching and facilitating the syllabus as outlined by GCS.
- Prepare and manage the FPPD academic curriculum including the review of materials and papers which are included.
- Utilise teaching skills that combine both experiential and didactic methods to support trainees to meet the learning outcomes required.
- To understand where the FPPD module sits within the wider context of the Year 3 teaching framework.
- 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 Trainee 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 & Post Qualifying Course Lead regarding concerns about individual trainees, e.g. absences, progress.
- 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.
- To understand and comply with all GCS digital policies to ensure compliance 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

EXPERIENCE AND 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 in academic writing at Diploma or Degree Level. (A)

- Demonstrate expertise relevant to the Module Outline; awareness and interests of the Counselling profession and how topical issues are impacting and shaping the landscape e.g. difference and diversity, ethics, accreditation and working within organisations. (A, Ass, Int)
- 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 with 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)

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)
- Able to demonstrate the ability to facilitate experiential learning through a flexible and creative approach. (Ass, Int)
- To enjoy utilising a wide range of interests within their work (e.g. Politics, history, sociology, literature) and to keep abreast of current themes and trends. (Ass, 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)

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)