

## Certificate in Counselling Skills (CCS) Seminar Tutor

### Job Description

GCS provides a Certificate in Counselling Skills (as well as an Intensive Certificate in Counselling skills) within Gloucestershire at a number of sites in each academic year.

<b>Reporting to</b>	Certificate Lead
<b>Located at</b>	Alma House, Stroud or Cheltenham location
<b>Remuneration*</b>	£1,980 p.a. £44.00 per hour. Essay marking claimable at £42.00 per essay.
<b>Hours</b>	1.5 hours per week over 30 weeks p.a.
<b>Term</b>	Fixed, 1 academic year

### Role Overview

- To deliver the curriculum for the Certificate in Counselling Skills.
- To use both experiential and didactic methods to support trainees to meet the learning outcomes required.

### Main Responsibilities

- To deliver 30 sessions each of 1½ hours duration on dates and times required by GCS and be able to deliver seminars via Zoom or in person. 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.
- 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 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 separately from salary).
- Attend any required induction or training sessions.
- If delivering the first training session of the day, ensure the room is 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.

Unrestricted: Public

- 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

At the end of each bullet point in this section there should be a code to indicate how this would be assessed during the recruitment process. See 'Assessing the Person Specification' table below.

#### 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 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 & 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)

<b>Assessing the Person Specification</b>		
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A - Application	Ass - Assessment	Int - Interview
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