

Study Skills Support Tutor

Job Description

GCS provides a number of training courses; as a study skills support tutor your role will be to support students and trainees with their academic learning and assessments for the Diploma in Psychodynamic Counselling Skills

Reporting to	Diploma Lead
Located at	Alma House, Stroud
Remuneration*	£ 35.00 per hour
Hours	As and when required.
Term	Fixed term, 1 Academic year.

Role Overview

- To provide Study Skills support to Diploma trainees in order to support their training development.

Main Responsibilities

- To be flexible and available to meet with allocated trainees when requested by the Training Office. The Training Office will indicate how many sessions (max. 1 hour) have been authorised.
- As a Study Skills Support Tutor you would be expected to offer a study skills session to a trainee within 7-10 days during term time.
- Extra sessions may be required and requested for trainees who are struggling in a way that impacts their learning - these should be authorised by the Head of Training and Development (HT&D) before being arranged.
- If a Study Skills Support Tutor has concerns about a trainees ability to complete aspects of the Diploma without further or continued support this should be raised in writing with the Diploma Lead (DL).
- To maintain the boundaries of the Study Skills support being offered which is in relation to the Diploma Course.
- 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 counsellor or psychoanalytic 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)
- Experience & Knowledge**
- To understand the Diploma in Psychodynamic Counselling and the key skills required in areas which support is being offered within (dyslexia, neurodiversity, organisation skills, essay writing skills and verbatim).
 - Experience of and adherence to the BACP Ethical Framework of Good Practice in Counselling and Psychotherapy.
 - Competent IT Skills.
- Skills Attitudes & Abilities**
- Empathy, genuineness, warmth, and a non-judgemental attitude when teaching and relating to trainees (Ass, Int)
 - Confident presenting style. (Ass)
 - Experience in supporting individuals with study skills. (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 timekeeping. (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)

Assessing the Person Specification		
A - Application process	Ass - Assessment	Int - Interview