

## **JOB DESCRIPTION – TRAINING SUPERVISOR: DIPLOMA**

### **Purpose of the post:**

To act as supervisor of trainees for groups and individuals with GCS and abide by the BPC Code of Ethics and the BACP Ethical Framework

### **Accountability:**

Training Supervisors are accountable to the Diploma Course Lead for the training responsibilities in this JD.

They are clinically accountable to the Head of Clinical Services.

Line management TBD

### **RESPONSIBILITIES OF SUPERVISORS**

1. The aim of supervision is to help the counsellor to become more effective in work with the client by:
  - a. Enabling the trainee counsellor to gain greater awareness of the nature of the interactions between trainee counsellor and client.
  - b. Enabling the trainee counsellor to use the insights of psychodynamic theory in understanding counselling and thereby to facilitate the trainee counsellor in making more resourceful responses to the client.
  - c. Helping the trainee counsellor to set realistic goals in relation to each client.
2. For effective supervision, the supervisor will need:
  - a. To be able to relate sensitively to the counsellor's communications and when necessary to give firm direction.
  - b. To be able to recognise unconscious processes at work both in the client/trainee counsellor and counsellor/ supervisor relationship and make these explicit.
  - c. To be able to distinguish between material which relates to the client and that which belongs to the counsellor's personality.
  - d. An ability to use the 'here and now' of the supervisory session to understand the dynamics of the client/trainee counsellor relationship.
  - e. To have some familiarity with the dynamics of group life to ensure insightful handling of supervision group processes.
  - f. A sure knowledge of developmental theory to help the trainee counsellor relate practice and theory.
3. Where possible, the supervisor should have the capacity for clinical diagnostic judgements relating both to the needs of the client and the counsellor. The supervisor should be able to recognise serious distress and should discuss this with the Head of Clinical Services for GCS clients or the equivalent at an external placement who will take responsibility for further action if necessary.

4. Supervision is for the benefit of the client. Where serious personal needs of the counsellor intrude, the counsellor would be advised to seek personal therapy outside the supervision group. The supervisor would need to discuss their concerns with the Clinical Manager to enable the service to take appropriate supportive action.
5. The supervisor will be required to attend an induction meeting at the start of the academic year (date to be agreed) and an individual performance review meeting during the last term of the academic year. Both meetings are arranged by the Head of Training.
6. For clients that the trainee counsellor is seeing on placement with GCS, the supervisor will receive the assessment of an allocated new client for trainee counsellors, from the Clinical Service Team. The supervisor will ensure that there is adequate exploration of the new client material (including any potential boundary issues) by the trainee counsellor to allow on-going work to commence.

NOTE: Trainee counsellors are expected to work with clients at external placements. Training supervisors may be asked to supervise this work. Clinical responsibility will be held by the placement organisation, and agreements will be set up between the trainee, placement and supervisor to ensure clear understanding of responsibilities.

7. The supervisor will check that the counsellor completes the appropriate processes and paperwork used by GCS in managing the client's progress through the service, and where appropriate, for the trainee's external placement.
8. The supervisor will be responsible for completing assessment reports on their supervisee as requested by GCS Training Department and after discussion with the supervisee. For trainees this will be the service's own assessment report.
9. The supervisor must liaise with the Head of Clinical Services and the Diploma Course Lead regarding their holiday breaks so that cover is available for supervisees. Supervisees are encouraged to meet together during the supervisor's break.
10. The supervisor is responsible for maintaining their own professional credentials and ensuring that they have adequate supervision of their supervisory role. A guideline is a minimum of 30 minutes per month, which the supervisor will be expected to evidence.
11. The supervisor is required to attend the meetings of supervisors/ staff held at GCS. For training supervisors these will be twice a term on dates arranged by the Diploma Course Lead who will also chair the meetings.
12. The supervisor needs to be familiar with the 'BACP Ethical Framework for Good Practice in Counselling and Psychotherapy', the BPC Code of Ethics and also with all relevant GCS policies and procedures
13. Supervisors are required to offer 42 sessions of 1.5 hours each over the academic year (September to September).