

**Job Description  
Tutor – Counselling  
(3.5 hours per week)  
Monday Evening – 5.30pm – 9pm plus  
4 x (full day) Saturday workshops**

**Eve Therapy Training & Counselling Services**

Since its start-up in January 2016, ETT&CS have boast a 100% pass rate of all students. We pride ourselves on providing excellent and quality teaching, with attentiveness to student needs. We recognise that given these challenging times, there is need to train and develop skilled listeners has meant an increased interest in student applications. We seek to prepare individuals to work within the mental health and well-being field and support individuals who are in need of emotional support.

Our current Counselling provision includes part time adult CPCAB Level 2, Level 3 and Level 4.

**The Role**

**This post will primarily teach on the Level 2 (intermediate), Monday evening courses – 5.30pm-9pm. The post also includes for additional 4 (full day) Saturday workshops.**

The person(s) appointed must be professionally registered as a psychotherapist and/or counsellor. The holder of this post will be expected to take responsibility for teaching and providing tutorial support for Counselling courses. The person(s) appointed will be responsible to the Clinical Director/Director.

The holder of this post will be expected to contribute to all aspects of the work of the Section/School and this will include occasional 'out of hours' activities (such as monthly supervision).

**Main Purposes and Responsibilities**

**Responsible to:** Clinical Director/Lead Tutor.

The post-holder will be expected to:

- Produce schemes of work, monitor their delivery, supervise assessment, provide internal verification and if necessary, liaise with external verifiers/moderators.
- Ensure programmes of work are conceived and delivered in ways, which meet the needs of individual learners (e.g. through Individual Learning Plans and resource-based learning).
- Contribute to the development of existing provision.
- Keep abreast of new developments in their curriculum area and related areas of education.
- Be IT competent to include Outlook, MS Teams, PowerPoint, Word with a willingness to develop practice online and face to face.
- Attend Supervision and team meetings where possible
- Co-ordinate, review and evaluate of modules/ courses for which he/she is responsible.

## General Duties of the Post

All staff are expected to:

- Teach on one or more of the courses provided or serviced by the ETT&CS and contribute to the development of flexible and cost effective teaching and learning styles.
- Deliver online and face to face lesson and remotely if required
- Complete the administrative work connected with their teaching efficiently and effectively, including completion of registers, records of work and various forms of student progress sheets.
- Develop and implement student assessment strategies in accordance with ETT&CS policies and the requirements of awarding bodies.
- Adopt a consistent approach in dealing with student discipline in accordance with ETT&CS policy.
- Adopt procedures and practices to create a safe working environment, and ensure all students comply with the same and any safety standards in force for the area of work.
- Ensure that equipment and materials are treated with respect by classes for which they are responsible and that teaching areas are left clean and tidy.
- Participate fully in professional development including lesson observation, undertaking of training.
- Assume tutorial and pastoral responsibilities.
- Contribute to meetings, in-service training sessions and student assessment events, enrolments etc. in addition to their teaching and administrative responsibilities which may involve evening and Saturday working
- Cover for absent colleagues where possible.
- Keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for ETT&CS.
- Perform other duties as may be required by the Clinical Director or their representatives in order to ensure the efficient functioning of ETT&CS.

This is not an exhaustive list of duties and responsibilities and the tutor may be required to undertake other duties, which fall within the remit of their role, in discussion with the Clinical Director.

## Additional Information

This Job Description / Specification is subject to periodic review.

**Contract Value:** £2,340 - £2,700 per contract, equivalent to £30.00 per hour (depending on counselling and teaching experience)

**Primary location:** (Blended) online & Classroom based (Dulwich)

**Closing Date:** 19th February 2021

## Person Specifications

### Sessional Tutor - Counselling

	The successful candidates will:	Essential	Desirable
	1. Hold a professional qualification to practise in Integrative/ Humanistic counselling or psychotherapy (minimum L4 Diploma).	✓	
	2. Be a practising member/registrant of BACP, UKCP or an equivalent professional body, with 2 year's post - qualification experience, and have BACP accreditation. if not BACP accredited, be willing to gain this in the first year)	✓	
	3. Hold a teaching qualification or be willing to achieve one in post, in line with current regulations, and needs of awarding/validating bodies.	✓	
	4. Have at least 1 years' experience as a teacher of counselling at a similar level/on a similar subject		✓
	5. Be able to assess students' work/ practitioner skills.	✓	
	6. Be familiar with national educational standards; and BACP and awarding/validating body requirements for the appropriate level.		✓
	7. Be a creative, resourceful and effective educator, able to: <ul style="list-style-type: none"> <li>• convey knowledge</li> <li>• support the development of skills</li> <li>• support, challenge, mentor and motivate students</li> <li>• maintain boundaried, warm and empathic relationships with students</li> <li>• assess students' work and offer effective feedback</li> <li>• monitor and record students' progress within ETT&amp;CS and course systems and procedures</li> <li>• meet targets</li> </ul>	✓	
	8. Have the personal qualities required to be able to: <ul style="list-style-type: none"> <li>• work conscientiously to a high standard</li> <li>• be well-organised and show attention to detail, so as to plan, prepare and carry our administrative and other tasks effectively within deadlines</li> <li>• respond flexibly to changing circumstances and demands</li> <li>• be resilient under pressure</li> <li>• be open to new ideas and innovations</li> <li>• be creative in problem-solving</li> <li>• work collaboratively as part of a team</li> <li>• work effectively as an individual</li> </ul>	✓	
	9. Have <b>good</b> general IT skills: <ul style="list-style-type: none"> <li>• familiarity with Word, Excel, PowerPoint and email capacity to adapt quickly to college IT systems</li> <li>• Ability to use online conference facilities such as Zoom</li> </ul>	✓	



	10. Have a strong demonstrable commitment to the ethics of counselling and teaching, and be committed to sound practice with regard to difference, diversity and power in the counselling room and the classroom.	✓	
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