

## Psychodynamic Counselling Tutor

### Wanted for September 2020, for BACP Accredited Diploma training in Psychodynamic Counselling based in Chichester

Chichester Counselling Service (CCS) has an exciting opening for a skilled and experienced psychodynamic trainer to join our thriving training team in September 2020, leading the delivery of Year 3 of our highly regarded BACP-accredited three year Psychodynamic Counselling Diploma programme. For candidates with experience in both education and therapy, this post is an exciting opportunity to make your mark on a small but lively training organisation, to work with a motivated and diverse student group, and to develop alongside a strong, supportive and collaborative training team.

**About CCS:** CCS is a charity providing a community counselling service. In addition, CCS offers a counselling training programme, and trainees from Year 2 of the diploma onwards undertake their client work within the CCS clinical service. As a psychodynamic training which is embedded with a clinical ethos, the diploma is attractive to aspiring counsellors who like this all-inclusive integration of learning and practice, and who prefer a clinical setting to a more strictly academic one. The course recruits well each year and last year (2019) successfully renewed its status as a BACP Accredited training for another five years.

**Role:** We are seeking a Year Tutor to deliver the core course sessions for Year 3, the final year of our three year diploma programme. The role is diverse and includes: delivering the core training sessions with the learning group (30 x 1.5hr sessions, plus 3-4 Saturday workshops across the year); conducting individual tutorials; setting and marking assignments; assessing student progress via continuous assessment; full membership of an active collegiate training team, including participation in termly reviews of student progress, training meetings, annual examination board, liaison with colleagues and students. See Job Description for further details.

**Experience / skills required:** Familiar with and embedded within a psychodynamic training approach; experienced clinical practitioner with a core psychodynamic / psychoanalytic qualification; contemporary knowledge of approaches to training and clinical practice; experience in providing learning groups in a training context. See Person Specification for further details.

**When:** Starting in September 2020, teaching takes place on a Tuesday evening from 8.00-9.30pm, plus 3-4 Saturday workshops across the year; termly individual student tutorials to be arranged; regular scheduled meetings with Training Team across the year, plus additional meetings with students and staff as necessary – some flexibility is required.

**Where:** Training and meeting venues will be in central Chichester, including the CCS Offices at 106-108 The Hornet.

**Remuneration:** Tutor hourly rate £35, meeting rate £36. Annual package covering teaching, tutorials, meetings, marking, workshops and other duties will total in the region of £4000, variable depending on the cohort size each year.

**How to apply:** complete an application form (downloadable from website) at <http://ccs-counselling.org.uk/jobs.html> and return with a covering letter to [training.coordinator@ccs-counselling.org.uk](mailto:training.coordinator@ccs-counselling.org.uk) by Friday 27<sup>th</sup> March. Informal inquiries to [training.manager@ccs-counselling.org.uk](mailto:training.manager@ccs-counselling.org.uk)

Shortlisted candidates will be invited to interview in April.

**CHICHESTER COUNSELLING SERVICES (CCS)  
JOB DESCRIPTION**

**Job Title:** Year 3 Tutor

**Responsible to:** Training Manager

**PURPOSE OF THE POST**

The Year 3 Tutor leads the delivery of the final year of CCS's Three Year BACP Accredited Diploma in Psychotherapeutic Counselling (Psychodynamic). At this stage of their training, students are developing as practitioners and working with up to three clients a week in our clinical service. The main aim of Year 3 is therefore to develop and deepen the understanding, practical skills and self-awareness that students have built up in previous years, and especially to strengthen the connections between theory and practice, leading to a growing sense of their unique way of working with clients and the opportunity to begin considering their individual pathway post-qualification.

The core teaching blocks in Year 3 are as follows: Critical perspectives on psychodynamic practice; Psychodynamic approaches to psychopathology; and Developing professional practice in psychodynamic counselling, which includes an introduction to short term counselling models. The teaching style required is group-based, collaborative and interactive, encouraging students to value and make sense of the learning gained in their own practice and inviting a critical engagement with the diversity of theories and practices that make up psychodynamic counselling. At the same time, the Year 3 Tutor also has a critical role in monitoring and assessing students' progress as they work towards the requirements for awarding the CCS Diploma.

This is an exciting, stimulating and challenging role, working with students at a vital stage of their training as well as helping to introduce them to some of the world of counselling post-qualification. An accomplished student-centred group trainer, the post-holder will also need to draw on extensive clinical skill in supporting students through a challenging developmental process as they engage in the learning activities and work involved.

## RESPONSIBILITIES OF THE POST HOLDER

As directed by the Training Manager (TM), and with the assistance of the Training Coordinator (TC):

1. To work in adherence to the BACP Ethical Framework;
2. To undertake a CCS DBS clearance check before starting work at CCS;
3. To adhere to the confidentiality requirements of CCS, maintaining confidentiality in accordance with this training role and as directed by TM;
4. To routinely liaise with TM and TC over all aspects of training ;
5. To form an overview of the student at CCS, incorporating all aspects of the training;
6. To take responsibility, as part of tutor team, for maintaining the Year 3 course in line with CCS policy and BACP course accreditation, maintaining appropriate content, delivery and evaluation ;
7. As directed by TM, to review, revise and update the Year 3 curriculum, reading list and course design when required in line with BACP training requirements, recent developments in psychodynamic theory, evidence-based counselling competencies frameworks, counselling pedagogy, and the BACP Ethical Framework, and in keeping with the aims and learning outcomes of the CCS programme as a whole;
8. To conduct the taught sessions as an integrated part of the wider training as directed by the TM and as outlined in the Student Handbook, throughout all teaching weeks for the academic year (30 weeks);
9. To support and foster students' capacity to use the learning group to develop collaborative, experiential and interactive modes of learning, and deliver three themed Saturday whole-day workshops as per the Student Handbook timetable and curriculum;
10. As part of tutor team, maintain consistent assessment practice in line with course assessment criteria including double-marking and moderation exercises as appropriate;
11. In conjunction with TC, collecting, collating and managing student training records, outcomes, etc. and presenting these to the TM, Year 3 Team, and to the Exam Board.
12. As Course Tutor, acting as first point of contact regarding all student issues in year; providing individual support including at least once-termly individual tutorials for all students; to maintain a tutorial overview of all students, facilitating each student's formation and supporting and monitoring overall progress; identifying study skills support needs;
13. To encourage students to identify any need for liaison with Personal Tutor, TM, their personal therapists or other course staff as these arise;
14. To raise with the TM as appropriate any individual issues which may affect students' progression or wellbeing on the training and/or may affect the wellbeing of the wider CCS

community; and any group or interpersonal issues which arise which are not resolvable within the learning group/context;

15. To meet termly or as required with TM and to attend as required termly year group meetings, termly course appraisal meetings with students, whole training team meetings, termly whole staff meetings; other meetings as required;
  16. To update Year 3 section of the Student Handbook annually, as required by TM and TC;
  17. Participating in shortlisting and interview panels for trainee intakes, progression, and staff recruitment as required; being available to respond to prospective student enquiries;
  18. Reporting as required by TM, e.g. for required sections of BACP Annual Monitoring Return, as well as TM's regular reports to CCS Trustees;
  19. Other duties as required, e.g. deputising chairing staff meetings, training board, and exam board as required by TM, chairing Year 3 sections of meetings.
- This post is subject to an annual Service Agreement and Contract of Employment.
  - The post is paid monthly, whether the post holder is paid under PAYE or as self-employed, as agreed with CCS' Finance Manager.
  - This post is paid at CCS' prevailing hourly rate for each teaching session. Attendance at other meetings is paid at CCS prevailing meeting rate.
  - The Year 3 Tutor is directly accountable to the Training Manager.

## **TERMINATION**

Three months written notice on either side.

**CHICHESTER COUNSELLING SERVICES (CCS)  
YEAR 3 TUTOR – PERSON SPECIFICATION**

<b>Qualifications, Skills and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Relevant professional psychodynamic or psychoanalytic counselling or psychotherapy qualification	<input type="checkbox"/>	
BACP accreditation or UKCP or BPC registration or equivalent, or working towards	<input type="checkbox"/>	
Substantial experience in clinical counselling/psychotherapy practice in organisational/service-based contexts, including both short and long term models	<input type="checkbox"/>	
Supervisor training, qualification and experience		<input type="checkbox"/>
A strong record of experience in psychodynamic training delivery and creative course development	<input type="checkbox"/>	
Significant experience of employment within an organisation/team setting	<input type="checkbox"/>	
Ability to work on own initiative	<input type="checkbox"/>	
A commitment to on-going personal development and training	<input type="checkbox"/>	
Commitment to working within the BACP Ethical Framework	<input type="checkbox"/>	
Strong administration and organisation skills	<input type="checkbox"/>	
Strong verbal and written communication skills	<input type="checkbox"/>	
Competent user of computer software including Microsoft Office		<input type="checkbox"/>
Confident and collaborative as a team member and contributor	<input type="checkbox"/>	

**PERSONAL QUALITIES:**

- A strong commitment to the original mission ethics that underpin CCS to provide highly professional and affordable counselling services for the public
- Self-awareness and emotional stability and resilience
- An ability to foster the use of the skills of others within a team and educational setting
- Collaborative and cooperative approach to working with others
- Enthusiasm, proactive approach and open to change
- Confident and willing to be an ambassador for CCS
- An ability and willingness to work flexibly
- Creativity and initiative