

# Postgraduate Diploma/MA in Psychodynamic Theory and Practice

## Seminar Leader – Various

The Clinical Qualification in Psychodynamic Theory and Practice is a 4 year part-time training in working as a psychodynamic psychotherapist once weekly with adults.

**Seminar Leaders** are responsible for delivering high quality, contemporary seminars to groups of up to 20 trainees. **Please refer to the individual module description for the seminar for which you are applying.**

## Job Description

### 1. Accountability

Seminar Leaders are accountable to the Psychodynamic Psychotherapy Programme Lead who is accountable to the Director of Studies.

### 2. Key Tasks and Responsibilities

1. To deliver seminars/ workshops according to the individual module description syllabus and the module learning outcomes. Please note that the Practice and Techniques seminar includes Saturday video workshops. Please see module description.
2. To provide a reading list in line with the Module learning outcomes and syllabus according to the WPF Therapy Reading List guidelines and no later than a full term in advance of the seminar start date. (Please refer to Reading List Guidelines for more information.)
3. To work on course material via Moodle and to receive and mark essays on Turnitin (in process of implementation).
4. To update the Module Description and reading list at the end of the module with the Programme Manager.
5. To complete seminar report forms on all trainees in their seminar.
6. Regular assessment of trainee progress according to the following criteria:

- a. Attendance (100% attendance is desired but 80% is a must)
  - b. Participation in discussion
  - c. Written Assignments (a pass of 50% in a written assignment according to the marking guidelines already existing within the training programme for the writing and marking of such assignments)
7. To attend a line management meeting with the Psychodynamic Psychotherapy Programme Lead on a regular basis (depending on number of hours worked).
  8. Attend up to two staff meetings a year.
  9. To evaluate the module via feedback, questionnaire and post module review with management.
  10. To maintain continuous professional development and provide a log if requested to do so by WPF Therapy.
  11. To inform the Psychodynamic Psychotherapy Programme Lead of any concerns about individual students, e.g. absences, progress of students as and when required and refer students for tutorials when appropriate.
  12. To keep up-to-date and accurate registers monitoring attendance.
  13. To teach within the relevant BACP Ethical Framework (available on the BACP website) and to ensure that students understand and work within the relevant codes.

## Person Specification

### 1. Qualification

1. The appointee must have a qualification in psychoanalytic or psychodynamic psychotherapy (unless the module is based on a different modality). All seminar leaders must be registered with either BPC, UKCP (CPJA Section) or accredited with BACP. All appointees must normally have completed a training eligible for BPC registration. They should also have a teaching/training qualification or provide evidence of considerable experience of teaching.

### 2. Experience and Knowledge

1. The appointee must be able to give evidence of competence to teach the specific subject matter of the seminar module and relevant teaching experience.
2. The appointee must be familiar with current research within their specialist area.

3. Familiarity with (or willingness to learn) how to work within a Virtual Learning Environment (Moodle) and submitting and marking essays through Turnitin.
4. Understanding around issues of Safeguarding.
5. The appointee must be familiar with the WPF Therapy Code of Ethics and the BACP Ethical Framework and ensure that at all times they work within those codes. The appointee must ensure that trainees are also familiar with those codes and, if relevant, working within them. (Available on BACP website)

### **3. Skills and abilities**

1. The appointee must be able to manage the administrative requirements of the course including meeting deadlines and providing reading lists and other relevant documents online in correct formatting. NB the initial reading list will be provided by WPF Therapy.
2. Excellent IT skills and competency in working online.
3. Ideally experience of delivering course materials on line.
4. To have an understanding of and ability to work with group dynamics.
5. To demonstrate the ability to assess students appropriately and thoroughly throughout the training.
6. To demonstrate a high level of interpersonal and communication skills.
7. To be able to liaise with other staff and managers appropriately.
8. To be able to work effectively as part of a team whilst retaining the ability to work independently.
9. To be able to work within an organisational structure.
10. To be flexible and demonstrate initiative.

### **4. Attitudes**

1. To demonstrate empathy, genuineness and warmth when teaching and working with trainees.
2. To address issues of prejudice and discrimination as they arise.
3. To adhere to the WPF Therapy Equal Opportunities policy.

4. To work within the ethos of WPF Therapy. The appointee should be in sympathy with WPF Therapy's basic philosophy of making counselling and therapy available to all as far as possible.
5. To have a commitment to ongoing professional development.
6. WPF Therapy is committed to moving from a paper environment to a digital environment and the appointee should be both willing and able to work within a digital environment.

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