

## The Minster Centre Job Description

### Clinical Supervisors

We are seeking additional training supervisors to work with Minster Centre supervision groups starting in late September for the 2019-20 academic year. Successful applicants will be added to a list of suitable supervisors and may be called on for the coming year to provide supervision, for cover in the case of staff absence and for future academic years.

Requirements for the post holder are:

- ***UKCP HIPC Recognised Training Supervisor or equivalent.***
- ***Extensive experience of work as a supervisor, ideally with trainee psychotherapists and counsellors***
- ***Preferably previous experience of work in a training capacity and of student assessment***

Please apply using the attached application forms with a covering email by **9am on Friday 30<sup>th</sup> August 2019** to Justine Walsh [justine@minstercentre.ac.uk](mailto:justine@minstercentre.ac.uk). We anticipate interviews will be held on **Thursday 12<sup>th</sup> September 2019**.

For further information contact Philip Wood [philip.wood@minstercentre.ac.uk](mailto:philip.wood@minstercentre.ac.uk) or Philip Reilly [philipr@minstercentre.ac.uk](mailto:philipr@minstercentre.ac.uk)

This post is being advertised internally and externally.

Please review whether you currently have any Minster Centre students as clients and in which year and let us know if this is the case so that we can manage any potential dual relationships.

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### Terms and conditions

<b>Hours:</b>	Wednesdays 9.30am-11.30am (and possibly 6.30pm-8.30pm) and Thursdays 11am-1pm and 2pm-4pm. Finalist Supervision can occur on any day.
<b>Salary range:</b>	On a PAYE basis, £3,400 per 2-hour group per academic year (this includes fees for assessment and attending meetings). Groups of less than 4 students will run for 1½ hours and will be paid proportionally. <b>For bank supervisors this will be on an 'invoice basis'</b>
<b>Contract:</b>	Fixed term from September 2019 – September 2020 (this includes holiday supervision outside of term time, making total number of sessions offered 35 per annum).
<b>Reports to:</b>	Head of Supervision
<b>Accountable to:</b>	Deputy Director

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## **Background and summary of the job**

The Minster Centre is a registered charity based in Queens Park, London that trains Integrative psychotherapists and counsellors. Our courses are accredited by the UK Council for Psychotherapy, the British Association of Counselling and Psychotherapy, and validated by Middlesex University. The Minster Centre also provides a psychotherapy and counselling service to the local community and has a number of rooms that are hired out for therapy, training and events.

### *Trainee supervision at The Minster Centre*

From the second year of training onwards Minster Centre students begin working with clients, both in placements and with long term training clients. Trainees usually find training clients through the Minster Centre Psychotherapy and Counselling Service, although some students are able to use clients they are seeing in placements or through other referrals. Training clients are worked with long term (ideally 40 hours plus) and trainees will write their long case study and prepare their live assessment based on this work. Sessions with training clients are audio recorded. Work with training clients is supervised in house in groups of 3-4 students.

### *Roles available*

There may be a need for additional training supervisors to work with Minster Centre supervision groups starting in late September for the 2019-20 academic year. Successful applicants will be added to a list of suitable supervisors and may be called on for the coming year to provide supervision, for cover in the case of staff absence and for future academic years.

## **Duties and responsibilities**

**To contribute to the provision and delivery of the Minster Centre Second, Third and Finalist Year MA/Diploma training by offering group supervision to trainees**

### **Job summary**

1. Provide supervision consistent with the Minster Centre integrative stance, to small groups (3-5) of Minster Trainees in the second year and above.
2. Provide support for students, as appropriate, including reading and responding to their weekly logs.
3. Participate in the assessment of students, which, depending on the year of the students, could include marking supervision portfolios or marking case studies over the summer.
4. Assisting in the monitoring of the curriculum content and delivery and of the training standards, and their development as appropriate
5. Participating in professional activities that enable or enhance fulfilment of the role of supervisor.

## **Specific responsibilities**

- 1. Provide supervision, consistent with the Minster Centre integrative stance, to small groups (3-5) of Minster Trainees in the second year and above.**
  - a) Familiarise yourself with the Minster Centre policies and procedures on supervision of training clients and work with your supervision groups accordingly.
  - b) Provide weekly (term-time) usually two-hour supervision groups for 2-5 trainees working with 1-2 clients each or in the early part of the second year, when not all students will be seeing clients, help supervisees develop their clinical skills and prepare for seeing clients using a combination of structured discussion, triad/goldfish bowls, role plays, exercises and case studies.
  - c) Supervision to include regular listening to and facilitating discussion of 10-minute audio recordings of work with training clients.
  - d) Review assessment of potential clients, for trainees in your supervision group, provided by the Minster Centre Psychotherapy and Counselling Service, or other qualified assessors, discuss with the trainee and group and approve (or not) the allocation of the client.
  - e) Offer supervision groups and or emergency supervision out of term time. Students will have paid for 5 sessions of holiday supervision. This is usually one session during the Winter Break, one during the Spring Break and three during the Summer Break. These 5 supervision sessions are included in the monthly salary.
  
- 2. Providing support for tutorials for students, and supporting them at other times, as appropriate**
  - a) Attend a mid- year tutor meeting and provide additional feedback as necessary to allow the HoY (Head of Year) to assess progress and hold tutorials mid-year with all students and any students identified as needing additional feedback during the final term.
  - b) providing students with appropriate and considered support and feedback as necessary
  - c) ascertaining when a student is having difficulty, addressing the issues with the student and referring any outstanding issues on to the HoY.
  - d) attending meetings with HoYs and students who are having difficulties as necessary.
  
- 3. Participating in the assessment of students**
  - a) maintaining records of student attendance, assessment and other records required by the Minster Centre and the HoY.
  - b) participating in termly Staff Meetings, and others as required by HoYs or Head of Supervision, to discuss issues in relation to the students and their progress on the training. Some of these may be outside your normal attendance hours, the dates will be agreed well in advance and payment for attendance is factored into the pay rates. On occasions when it is impossible to attend the provision of feedback to the HoY by other means is required.
  - c) contributing to end of year written feedback for students as well as responding in writing to the students' self-assessment at mid-year, ensuring that student records are kept up to date.
  - d) third year supervisors mark and moderate the supervision portfolio (mark their own group and moderate a second group) to the standards required by the Minster Centre Student Handbook and Aids to Study and Finalist Supervisors mark final case studies (not usually for their own students).

**4. Assisting in the monitoring of the curriculum content and delivery and of the training standards; and their development as appropriate**

- a) continuously monitoring and reviewing your work with students and discussing any issues arising both for yourself and individual students with the HoY and other co-tutors.
- b) participating in programmes auditing the effective delivery of the course.
- c) participating, where needed, in research and evaluation to support the development of the training programme.
- d) assisting in curriculum development through attendance at relevant meetings and through raising current issues with HoY.

**5. Participating in professional activities that enable or enhance fulfilment of the role of Tutor or Supervisor**

- a) attending induction events and familiarising yourself with the Aids to Study, the Student Handbook, The Minster Centre Intranet and Minster Moodle (when it goes live), Minster Centre guidance on supervision and training clients, and any other policies (both local and national) that are relevant to the role of tutor at the Minster Centre.
- b) ensuring a high standard of professional engagement with the student body by appropriate and effective use of your own supervision, personal and professional development.
- c) maintaining accreditation in line with the requirements of the Minster Centre, and the national registering bodies.
- d) participating in professional activity including meetings, conferences and other activity as needed to be an effective tutor at the Minster Centre.

This is not an exhaustive list of duties and responsibilities. The post holder may be required to undertake other duties which fall within the ambit of the role, in discussion with the HoY and/or a Deputy Director of Training.

This job description will be reviewed regularly in the light of changing requirements and any such changes will be discussed with the post holder.

**Note:**

The post holder is expected to comply with all relevant Minster Centre policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Data Protection Act, and clinical governance including research governance.

The postholder is required to comply with requirements of the relevant national registering body to ensure continued registration.

## Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form, at interview if shortlisted, and, in some instances, through an exercise.

	<b>Essential</b>	<b>Desirable</b>
Education/ Qualifications	UKCP or equivalent accredited training in psychotherapy and at least five years post-qualification experience as a Psychotherapist and Supervisor.  Supervision qualification or entry on UKCP Directory of Supervisors  UKCP HIPC Recognised Training Supervisor or equivalent.  UKCP Registration or equivalent.	Masters qualification in Psychotherapy
Skills/Abilities	Highly developed supervision skills.  Ability to organise own time and workload effectively.  Good communication skills both verbal and written.  IT skills (Including MS Office) sufficient to support regular, independent use of email, presentation software and, production of course documentation and accessing staff and student resources on Moodle.	Research skills.

<p>Relevant Experience</p>	<p>Extensive experience of work as a supervisor</p> <p>Understanding of a range of approaches to psychotherapy and counselling such as humanistic, creative arts and integrative approaches, as well as with intersubjective and psychoanalytic thinking.) Supportive of an Integrative approach.</p> <p>Experience of working with a wide range of students/people.</p> <p>Experience of working as part of a team.</p>	<p>Previous experience of work in a training capacity</p> <p>Experience of student assessment</p> <p>Use of a Virtual Learning Environment such as Moodle.</p>
<p>Qualities/ Disposition</p>	<p>Strong inter-personal skills, able to build good working relationships with people at all levels, including close colleagues, wider Minster Centre staff and students.</p> <p>Forthright and attentive personality</p> <p>Ability to work in a multi-cultural setting and to appreciate and respect diversity and difference.</p> <p>A commitment to the Minster Centre's ethos and values.</p>	

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected on the form provided.