

Tutor: Foundation Year

We are seeking a tutor for our Monday evening (5.30-9.30) Foundation Course, which begins in September 2020, and this post is fixed term for one academic year whilst a member of staff is on Sabbatical. We take a maximum of 52 students into the weekly Foundation Year, and this group is divided into two cohorts, each with a Head of Year. Cohorts are divided into two groups with 12 -13 students in each group, and the 4 hours cover a Theory Seminar, Skills Practice and an Experiential Training Group (ETG). Students in the Foundation Course are beginning to explore whether they would like to, and are suitable to, train as a psychotherapist or counsellor. The tutor will work alongside three other Foundation tutors.

Essential requirements for the post holder include (see job description for details):

- ***sound knowledge of Integrative Therapeutic Skills and a broad range of theoretical approaches including Object Relations, Humanistic and Existential Theories.***
- ***demonstrable ability to explain and facilitate student exploration of therapeutic skills.***
- ***demonstrable ability to hold experiential learning in a group. Your ETG will be with a different group from the students you teach in Theory and Skills.***
- ***recent experience of teaching in a psychotherapy organisation including assessing students and marking written work.***
- ***group facilitation skills especially awareness of working with a group of students who are likely to have little previous experience of process or therapeutic groups.***
- ***UKCP registration or BACP Accreditation***

If you would like further information, or an informal conversation in the first instance, please contact Alyson Jaffe, Deputy Director, alyson@minstercentre.ac.uk.

Please apply using the attached application forms with a covering email or letter to Justine Walsh, Operations Manager, justine@minstercentre.ac.uk by **9am on Monday 22nd June 2020**.

Interviews will be held on Wednesday 8 July 2020 in the afternoon (from 3pm if we're using zoom, or if we're out of lockdown, from 4pm).

This post is being advertised internally and externally.

Tutor: Foundation Year

Job Description

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| Salary: | On a PAYE basis, £6,750 per academic year (this includes payment for preparation, teaching, marking, attending meetings and around 10 intake interviews per year). |
| Day/time: | Monday evenings 5.30pm - 9.30pm plus preparation time, assessment and meetings) |
| Contract: | Fixed term from September 2020 to mid-July 2021. |
| Reports to: | Foundation Head of Year (HoY) |
| Accountable to: | Deputy Director |

Job Summary

To contribute to the provision and delivery of the Minster Centre Foundation Course including teaching, assessment, quality assurance and pastoral care. Currently we are providing all teaching online, due to Covid 19, so a willingness and ability to deliver this course online will be a requirement.

Main areas of responsibility

1. Teaching theory and skills, facilitating an experiential training group and supporting the delivery of the Foundation Course, as agreed with the HoY.
2. Providing tutorials for students, and supporting them at other times, as appropriate
3. Participating in the assessment of students, including written and verbal feedback.
4. Assisting in the monitoring of the curriculum content and delivery, and of the training standards, and their development as appropriate.
5. Participating in recruitment and selection of students for admission to Foundation Courses. This will involve participating in open events and interviews for the selection process.
6. Participating in professional activities that enable or enhance fulfilment of the role of Tutor on the Foundation year.

Specific responsibilities

1. Facilitating the delivery of the Foundation Course, as agreed with the HoY
 - a) teaching thirty theory seminars per year according to the seminar outline provided. This includes
 - directly providing theory teaching.
 - arranging a presentation rota with the students for seminars.
 - providing stand-in delivery of student-led seminars when this is necessary, sometimes at short or no notice.
 - b) facilitating up to 30 skills sessions per academic year.
 - c) facilitating 30 Experiential Therapy Groups per academic year. You are expected to have your own supervision for this, and you are required to attend termly supervision on ETG which is provided by The Minster Centre, usually held on a Friday.
2. Providing tutorials for students, and supporting them at other times, as appropriate
 - a) providing one fifteen-minute tutorial for each of your seminar students per term.
 - b) providing students with appropriate and considered support and feedback at tutorials and at other times 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) supporting students who have a Learning Support Agreement.
3. Participating in the assessment of students
 - a) marking essays and personal process reports presented by students, and providing written assessments in response to students' self-assessments, to the standards required by the Minster Centre
 - b) working with a moderator to ensure the standard of assessment is maintained
 - c) maintaining records of student attendance, assessment and other records required by the Minster Centre and the HoY.
 - d) participating in termly meetings to discuss issues in relation to the students and their progress on the training and participate in the end of year process to decide which students will be offered places in the first year of professional training at The Minster Centre.
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) consider Board of Studies and end of year student feedback and participate in programmes auditing the effective delivery of the Foundation course, providing information to the Director/Deputy Director or HoY to support a response and contribute to identifying changes or improvements. Agree any changes, additional support, training or monitoring.

- c. identify potential changes to learning, teaching or assessment, bringing them to the HoY and, if needed, providing information to support the agreement and implementation of any changes.
 - d. participating in programmes auditing the effective delivery of the Foundation Year course.
5. Participating in recruitment and selection of students for admission to Foundation Courses
- a) Conducting and writing up 10 -12 intake interviews per year with prospective students.
 - b) Running 1 - 2 open evenings for prospective applicants per year.

Training will be provided on how The Minster Centre undertakes recruitment and selection of students.

6. Participating in professional activities that enable or enhance fulfilment of the role of Tutor on the Foundation year
- a) ensuring a high standard of professional engagement with the student body by appropriate and effective use of supervision, personal and professional development.
 - b) being familiar with the Aids to Study and the Student Handbook and any other policies (both local and national) that are relevant to the role of tutor on the Foundation Year.
 - c) maintaining accreditation (BACP, UKCP or equivalent) 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 on the Foundation Year.
 - e) attending annual staff training day, usually held in September before the start of the academic year, and in-house ETG supervision.

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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.

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

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

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

Person Specification

| | Essential | Desirable |
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| Education/ Qualifications and Knowledge | <p>UKCP or equivalent accredited training, substantial post-qualification experience.</p> <p>UKCP Registered or BACP Accredited</p> <p>Sound knowledge of Integrative Therapeutic Skills and a broad range of theoretical approaches including Object Relations, Humanistic and Existential Theories.</p> <p>Good understanding of principles of learning, teaching and assessment.</p> <p>Awareness of current thinking about therapy and diversity, inequality, social and cultural norms (including ethnicity, sexuality, disability, class and gender).</p> | <p>Masters qualification</p> <p>HE Teaching qualification</p> |
| Skills/Abilities | <p>Demonstrable ability to explain and facilitate student exploration of therapeutic skills.</p> <p>Demonstrable ability to hold experiential learning in a group.</p> <p>Group facilitation skills especially awareness of working with a group of students who are likely to have little previous experience of process or therapeutic groups.</p> <p>Demonstrable ability to organise own time and workload effectively whilst also contributing to an effective team.</p> <p>Demonstrable excellent communications and presentation skills both written and oral</p> <p>Good 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 intranet facilities.</p> | <p>Supervision skills.</p> <p>Use of Moodle</p> |

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| <p>Relevant Experience</p> | <p>In current clinical practice</p> <p>Experience of working with a wide range of students/people</p> <p>Previous and recent experience of teaching in a psychotherapy organisation including assessing students and marking written work</p> <p>Experience of working under supervision and as part of a team and of the approaches that facilitate good team working.</p> | <p>Experience of supporting students with different needs and inclusive teaching and assessment processes.</p> |
| <p>Qualities/ Disposition</p> | <p>Friendly pleasant manner.</p> <p>Forthright and attentive personality</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>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> | |