



## Postgraduate Diploma Tutor

**Job Title:** Postgraduate Diploma Tutor

**Reporting to:** Postgraduate Diploma Programme Lead

**Direct Reports:** None

**Salary:** £39,438 Pro rata for 2 days a week

**Location:** Place2Be, 175 St John Street, London, EC1V 4LW

**Hours & Basis:** 2 days per week: Wednesdays and Thursdays  
The post holder must be available for face-to-face delivery at Place2Be's offices at 175 St John street on Thursdays during term time. Wednesdays are generally worked from home. Holidays to be taken outside of term time.

### About this role:

Place2Be offers a variety of counselling trainings and qualifying courses to help build a mental health work force that can support children and young people.

Working as part of the Place2Be Postgraduate Diploma Tutor team, the post-holder will deliver and develop our very successful Post Graduate Diploma programme which is accredited by BACP and run in partnership with the University of East London.

This role will be responsible for the planning, delivery and evaluation of the Postgraduate training programme, and ensuring that students receive good quality training and support for the duration of their training.

### Minimum Criteria for the role

#### 1.0 Delivery of the Postgraduate curriculum

- 1.1 To plan, prepare and deliver Place2Be's Postgraduate Diploma curriculum both in-person and online via Teams
- 1.2 To hold health and safety responsibility for their trainees while delivering training
- 1.3 To ensure that the training delivered to audiences is of high quality and ensures delegate understanding of



content and particularly safeguarding requirements

- 1.4 To evaluate and review the training curriculum and its effectiveness, within the Place2Be Therapeutic Approach
- 1.5 To create and update academically sound and coherent content, deliver lectures and facilitate seminar discussion and skills groups, one-to-one tutorials and complete marking for assignments both in-person and online via Teams.
- 1.6 To evaluate students via end of term Viva's, formative assessment, and summative assessment at Level 7 Postgraduate level. To provide accurate, clear, constructive feedback to students in written and verbal communication that is linked to relevant learning outcomes
- 1.7 To support with the interviewing and assessment of potential students for each new yearly cohort.
- 1.8 To deliver support to a portion of the student cohort in 1:1 tutorials for 1 hour/term both online and in person and maintain appropriate record keeping
- 1.9 To work alongside the Programme Leader, Programme Manager, Curriculum Lead Mental Health Workforce and Student Experience team to assess and plan additional learning support for individual students where necessary.

## **2.0 Course development and Quality Assurance**

- 2.1 To support the quality assurance of the programme, review and create content of the programme incorporating aims and outcomes according to the module spec, learner and tutor feedback and to ensure the course contents are relevant and up to date.
- 2.2 To collaborate with the Programme Leader and Programme Manager to complete the necessary reports and paperwork for BACP and UEL accreditation and validation.
- 2.3 To support the annual external moderation process and attend meetings necessary to do so.
- 2.4 Attend regular Supervisions with the Clinical Curriculum Lead. Will work with student experience and work in a professional capacity together with the team in a reflective, to support individual student development and maintain a coherent approach.
- 2.5 Attend relevant team meetings including programme Committee meetings and external accredited events
- 2.6 To assess student written submissions and attend standardisation workshops at Level 7 HLEA and provide specific written feedback to support the student's further learning.
- 2.7 To ensure a commitment to EDI and anti-oppressive practice is attended to in every forum of the postgraduate diploma and a willingness to support students to further develop their awareness and practice in working within difference
- 2.8 To keep abreast of new initiatives and developments in the field of child development, emotional wellbeing, counselling and therapy training and advise the Programme Leader of any relevant new developments which may be incorporated into Place2Be's training curriculum.

## **3.0 Represents and promotes the work of Place2Be**



- 3.1 To lead or support sessions at seminars and conferences, where the work of Place2Be and the training department is to be presented
- 3.2 To promote and present Place2Be's training to potential external clients
- 3.3 An understanding and awareness of Place2Be's equal opportunities policy and a personal commitment to equality of opportunity and anti – discriminatory practice in service delivery
- 3.4 Your teaching represents the Clinical Delivery as it is currently practiced in the school-based services and to stay abreast of developments and changes.

The job description is a general outline of the job duties and responsibilities and may be amended as Place2Be develops. The post-holder will be required to undertake other duties as may be reasonably required from time to time.

### **What you will need**

Please ensure that your supporting statement clearly shows how you meet the criteria using experience gained either in paid or voluntary work.

- A qualification as a counsellor / psychotherapist to Postgraduate or MA Level\*
- Previous counsellor / psychotherapist training experience is desirable
- Counselling and theory assessment experience is desirable
- Good knowledge of up-to-date theory and research appropriate for teaching the Place2Be integrative model at Postgraduate Level\*
- Experience and a strong motivation to work dynamically within difference and diversity to support ongoing change within this area\*
- Strongly desired Experience of child and infant Observation
- Minimum of 2 years' experience working as a counsellor/psychotherapist in a school setting\*
- BACP Accredited or UKCP/HCP registered\*
- Currently or recently practising as a counsellor / psychotherapist for children and able to stay current in their clinical experience whilst doing the role\*
- Ability to initiate, build and maintain key stakeholder relationships internally and externally\*
- Excellent communication skills both oral and written\*
- Ability to be persuasive and find ways to overcome conflict and challenges\*
- Strong organisational skills, attention to detail and ability to work to a deadline\*
- Ability to work as a team player\*
- Competency in using Microsoft Office, PowerPoint, Excel and working with Online applications is essential. \*
- A strong commitment to our values and ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion. <https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values/>.

*\* Indicates the minimum criteria needed to be considered for a guaranteed interview under the disability confident scheme.*

