



Job Title: Level 4 Diploma Tutor

Reporting to: Level 4 Diploma Programme Lead

Direct Reports: None

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

Salary: £21,945 pro rata (from FTE of £36,575 p.a)

Hours & Basis: 3 days per week: Mondays, Thursdays and Fridays

The post holder must be available for face-to-face delivery at Place2Be's offices at 175 St John Street on Mondays and some Friday's during term time for the delivery of the programme. There is also the expectation that on some Thursdays the post holder will come into the office for meetings (face to face meeting availability to be scheduled in advance and blended with online meetings and supervision). The post holder (Tutor) must also be available during some half-terms for half-term delivery, but discussion can occur in advance regarding holidays, with scope for any additional time to be arranged flexibly and holidays to be arranged within the teaching team. The exact days and times will be agreed with the successful candidate and the team.

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 Level 4 Diploma Tutor team, the post-holder will deliver and develop our innovative Level 4 Diploma programme which is externally awarded by the CPCAB. This role will be responsible for the planning, delivery and evaluation of the Level 4 Diploma programme, and ensuring that students receive good quality training and support for the duration of their training.

Delivery of the L4 Diploma curriculum and training

- To plan, prepare and deliver Place2Be's Level 4 Diploma curriculum both in-person and online via Teams
- To hold health and safety responsibility for their trainees while delivering training
- To ensure that the training delivered to audiences is of high quality and ensures delegate understanding of content and particularly safeguarding requirements
- To evaluate and review the training curriculum and its effectiveness, within the Place2Be Therapeutic Approach
- 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.
- To evaluate students via end of term Viva's, formative assessment, and summative assessment at Level 4. To provide accurate, clear, constructive feedback to students in written and verbal communication that is linked



to relevant learning outcomes

- To support the interviewing and assessment of potential students for each new cohort.
- To deliver support to a portion of the student cohort in 1:1 tutorials at least once per half-term, both online and in person and to maintain appropriate record keeping of these meetings
- To work alongside the Programme Leads, Programme Manager, Curriculum Lead and Student Experience Manager to assess and plan additional learning support for individual students where necessary.
- Manage Student complaints in accordance with programme's Complaints Procedure and to work with other colleagues to manage concerns about students through appropriate programme procedures (e.g. Clinical Competence Procedure and Suitability Procedure)
- Demonstrate a strong understanding of institutional marginalisation and power dynamics in groups, educational standards and assessments; and demonstrate a commitment to Equality, Diversity and Inclusion in recruiting, teaching, assessing and development of each student while maintaining and promoting safe and ethical standards of education and practice

Course development and Quality Assurance

- 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.
- To collaborate with the Programme Lead and Programme Manager to complete the necessary reports and paperwork for CPCAB and BACP accreditation and validation where applicable.
- To support the annual external moderation process and attend meetings necessary to do so.
- 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.
- Attend relevant team meetings including programme Committee meetings and external accredited events
- To assess student written submissions, attend standardisation workshop and provides specific written feedback to support the student's further learning.
- To ensure a commitment to EDI and anti-oppressive practice is attended to in every forum of the Level 4 Diploma and a willingness to support students to further develop their awareness and practice in working within difference
- To keep abreast of new initiatives and developments in the field of child development, emotional wellbeing, counselling and therapy training and advise the Programme Lead of any relevant new developments which may be incorporated into Place2Be's training curriculum.

Represents and promotes the work of Place2Be

- To lead or support sessions at seminars and conferences, where the work of Place2Be and the training department is to be presented
- To promote and present Place2Be's training to potential external clients
- 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



- Your teaching must represent the Clinical Delivery Model as it is currently practiced in Place2Be 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:

- *A qualification as a counsellor / psychotherapist to Level 4, Level 5, Postgraduate or Master's 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 Level 4 Diploma level or above.
- *Experience and a strong motivation to work dynamically within difference and diversity to support ongoing change within this area
- Experience and knowledge of child observations
- *Experience working as a counsellor/psychotherapist in a school setting
- *BACP Accredited or UKCP/HCPD 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.*

