



Job Description for Level 4 Diploma Placement Tutor Manchester and North

Job Title: Level 4 Diploma Applied Practice and Placement Tutor

Reporting to: Level 4 Diploma Programme Lead

Location: (Travel required around Manchester & North)

Salary: £7,497 FTE £37489 pro rata for 1 day a week

Hours & Basis: 1 day per week: Thursdays

1 day per week with flexibility for term-time on-site and online delivery of supervision in their placements, onsite support with assessment and formulation, ongoing placement coaching, learning and development, and meetings. Blend of in-person and online delivery.

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 role combines teaching, clinical oversight, and applied practice support within the Level 4 Diploma programme which is externally awarded by the CPCAB. The post-holder will support trainees to integrate theory with clinical work in school placements that are outside of our Partner School service delivery model. The postholder will support students to maintain a safe, ethical and effective counselling practice within a school setting and liaise between the school management and the rest of the Level 4 Diploma Programme Team. The role bridges classroom learning, applied placement experience and ongoing clinical supervision, supporting trainee development, safeguarding awareness and professional competence.

Minimum Criteria for the role

1.0 Key Responsibilities

- 1.1 To support student trainees to apply the Place2Be's Level 4 Diploma curriculum in practice in their placement settings in schools outside of the Partner Service Delivery model
- 1.2 To provide learning mentor support, training in establishing professional boundaries, working with a whole school approach mindset, and providing supervision both in-person and online via Teams to student trainees as it applies to their particular placement settings.
- 1.3 To provide clinical supervisory tutorial sessions to support trainee progress on a weekly basis.
- 1.4 To support multi-agency work and understanding for student's client caseload where appropriate.

2.0 Clinical Oversight of Placements

- 2.1 To support trainees to engage in safe, ethical and professionally boundaries counselling while working collaboratively within a school setting.
- 2.2 To support trainees to engage with an assessment and formulations process and the schools preferred outcome



measures.

2.3 Liaise with Place2Be and school's safeguarding team. Engage with relevant stakeholders when competence concerns and risks arise, managing these in accordance with Place2Be policies and procedures. Postholder will escalate concerns where necessary familiarizing themselves with Place2be policies and procedures.

2.4 Attend regular Supervisions alongside the teaching team with the Clinical Curriculum Lead and work in a professional capacity together with the team in a reflective way, to support individual student learning & development and maintain a coherent approach. Attend 1:1 meetings with the Programme Lead.

2.5 Attend relevant team meetings including programme Committee meetings and external accredited events

3.0 Tutor responsibilities

3.1 Some assessment of student submissions for learning criteria, attendance at standardisation workshops, assess live vivas and provide specific written feedback to support Level 4 student cohorts in their further learning.

3.2 **To support in interviewing and assessment of potential students for each new cohort.**

3.3 To ensure a commitment to EDI and anti-oppressive practice is attended to within one's own self-awareness and within every forum of the Level 4 Diploma. Postholder demonstrates a willingness to support students to further develop their awareness and practice in working within difference

3.4 To keep abreast of new initiatives and developments in the field of mental health in education, 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.

4.0 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 where appropriate

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 and support of the trainees must represent the Therapeutic Approach and 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.

Person specification, 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. All of the essential person specification criteria that are marked with an asterisk* are inclusive of any post holders who may have a form of disability. The post holder could request to discuss further reasonable adjustments relating to their disability during the application/interview phases, before a possible job offer would be made but discussions are also encouraged to occur while in the post, if needs around the disability change.

- *A qualification as a counsellor / psychotherapist to Level 4, Level 5, Postgraduate or Master's Level
- *BACP Accredited or UKCP/HCPC registered
- Previous counsellor / psychotherapist training experience is desirable
- *Supervising and Managing a Counselling Service in a school setting experience is essential*Minimum of 2 years' experience working as a counsellor/psychotherapist in a school setting
- 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



- Strong ability to identify and work competently with areas of clinical risk management.
- 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

