**Experiential Counselling Supervisors**

**Sessional (4.5 h/w), Fixed Term until 31/7/25**

**£36.29 per hour**

For full time all year-round staff, we are offering a Welcome Bonus of £500\* (\*T&C's apply) – Pro rata to FTE

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

At Nescot, we are recruiting for a Experiential Counselling Supervisors to join our HE department at Nescot College in Epsom, Surrey.

**What we are looking for:**

* Professionally qualified psychodynamic counsellors
* Practicing psychodynamic counsellor/psychotherapist with BACP Accreditation or equivalent
* Background in teaching, training and assessing
* Have an understanding of recent theoretical developments
* 5 years post qualification experience

**Duties/responsibilities:**

* Teach students studying on Diploma in Psychodynamic Counselling.
* Work according to BACP/UKCP ethical framework.
* Manage your own student group and as part of a team

In addition, they must also be able to demonstrate their ability to hold boundaries and demonstrate that they do not have professional boundaries with existing staff or students.

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications. Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**Interviews will be held as and when candidates apply**



**Job Description**

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| **Position Details:** |
| **Title:** | Experiential Counselling Supervisor |
| **Department:** | HE/Professional Studies |
| **Fraction:** | Sessional |
| **Status:** | Fixed Term |
| **Grade:** | HE Sessional Rate |
| **Child/Vulnerable Adult Contact:** | Yes  |

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| **Reporting / Department Details:** |
| **Responsible to:** | Head of HE |

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| **Job Purpose:** |
| To teach and train students and ‘clients’ in a variety of learning environmentsTo provide support and opportunities for students and clients to achieve their maximum potential.To provide tutorial/pastoral support and guidance for designated group/s of learners |

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| **Main Duties and Tasks:** |
| * To take responsibility for students in the Counselling Unit
* To prepare for classes, to assess students and to mark all work done by the students, including any terminal or modular examinations
* To accurately maintain registers of students’ attendance for each of your classes in accordance with the regulations printed on registers including completing the totals at the end of each session.
* To keep records of student work and submitting reports on same if requested.
* To prepare teaching materials in all formats to facilitate student learning.
* To provide such copies of student learning programmes as may be required by the Course Leader, Head of Department, Assistant Head of Department, Department Administrator and other college departments.
* To provide within the Learning Programme indications of the frequency of assessment of student work, deadlines for completion by student, and timetable for discussion of outcomes with staff.
* To prepare, before the course(s) begins, a syllabus or an outline of your course to induct students onto programmes and to advise students on their choice of books, materials and other educational aids relevant to their course.
* To comply with the relevant Health and Safety legislation in connection with your work. To be aware of any special requirements of your particular area of work and to assume a level of responsibility appropriate to your role as set out in College Policies and Procedures.
* To work within the security guidelines and any relevant codes of practice and rules laid down by the College.
* To promote student welfare.
* In some cases to undertake course development and related administration.
* To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc used by your class(s).
* To participate in and co-operate with own Performance Review Interview to ensure that job related targets are met.
* To support any visit by your Line Manager, any external agency or Senior Member of the College staff during any classes conducted by you.
* To be responsible for the conduct of your class and to support and discipline students within the College Policy and Procedures to maintain an effective learning environment for all (using the support of line managers and cross college facilities where necessary). To report any instances of misconduct, including by a student damaging equipment, furniture or premises, to your Line Manager.
* To follow up student absences, withdrawals and destinations, by telephone, letter or other appropriate means and to inform Head of Department, Course Tutor and CIS of final outcome to inform future action.
* As part of course teams to achieve enrolment, retention and achievement targets agreed with the Head of Department.
* To co-operate with the quality improvement programme within the college as required and participate in the teaching observation programme
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
* To work within the security guidelines and any relevant codes of practice and rules laid down by the College.
* To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s).
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College.
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College.
* The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. |
| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.Copies of Nescot’s Health & Safety Policy are available in every Department and/or from Human Resources. |

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| **Annual Leave:** |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and it’s students, which will normally therefore be at times when students are not in College.This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: HoD Date: UPDATED BY: HR Date: April 23 |

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| **Person Specification – Experiential Counselling Supervisor** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Relevant teaching on Counselling or related programme.5 Years Psychodynamic Counselling clients | A A | Relevant work experience. | A / I |
| **Skills and Abilities** | Computer literacy in MS Office packagesAble to interact well with all levels of staff, students and counselling agenciesWillingness and commitment to undertake training/mentoring to support students on HE programmes | TI I |  |  |

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| **Qualifications** | Psychoanalytic Psychotherapist or Diploma in Psychodynamic CounsellingMember of a counselling professional body that incorporates an ethical code. (e.g. BACP, UKCP or other relevant institute)Willingness and commitment to undertake training for teaching qualification if candidate does not possess recognised teaching qualificationAcademic and/or professional qualifications appropriate to the subject area taught | AAA/IA | Possess a recognised teaching qualification e.g. PTLLS ,DTLLS (Diploma to teach in life long learning sector), Cert ED (Stage 3)Supervision Certificate | AA |
| **Personal Qualities** | Proven communication skills, both written and oralProven ability to work well within a teamAbility to motivate self and others within course teamCommitment to continuing professional developmentA demonstrable commitment to Equality & Diversity and Nescot ValuesCommitment to safeguarding, PREVENT & promoting the welfare of studentsThe required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | IIIIIIMI |  |  |

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| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |