



Iron Mill College

Education & Training in Mental Health & Wellbeing

Established 1981

Course Lead/Tutor: BA in Integrative Counselling (validated by University of Worcester & BACP Accredited)

Title:	Course Tutor: BA in Integrative Counselling
Location:	Iron Mill College, <u>Exeter</u>
Hours:	1 x teaching day per week (Thursday) during term-time plus additional role requirements as described below, many of which can be worked from home if preferred. All staff members are required to share equally in the Open Evenings and Open Days,
Duration:	1-year fixed-term contract with possibility of extension
Salary:	£25,774 - £36,677 pro rata p.a., depending upon experience and qualifications, at a 0.35 ratio. This equates to approximately 90 paid working days per annum, 36 of which are teaching days and the remainder are to be used for course-related admin, meetings, marking and prep as described in the role descriptor.
Responsible to:	Higher Education Lead
Start date:	September 2024 – Teaching contract starts Sept 2024, pre Sept induction package to include training, handover and mentoring
Closing Date:	Friday 21st June 2024
Interviews:	Early July 2024

Interview

Selection Method:	A 15-minute teaching session (excluding questions) and 30-minute interview.
Teaching Session Topic:	You have 15 minutes to deliver <i>part of</i> a 3-hour teaching session, appropriate for a group of third year BA students, on one of the topics below. Please provide a brief teaching plan for the whole morning (10am-1pm) and indicate where your 15-minute teaching section would be located. You will have access to a laptop, pc and projector, and a flipchart. Please let us know if you have any further specific requirements in advance.

Suggested Topics

These topics are representative of some of the subject areas in the BA Course. Please select **one** area. You are encouraged to choose a specific title/ topic of your own, providing it relates in some way to the following areas:

- (1) Difference and Diversity
- (2) Research Methods
- (3) Ethical Practice and the Management of Ethical Dilemmas

Iron Mill College

Iron Mill College is a specialist independent college based in Exeter with a well-established centre in Poole. With over 40 years of experience in the provision of high-quality counselling and psychotherapy, mental health and wellbeing training programmes, the college is well known and highly regarded within the professional community. The college provides learning opportunities for a range of students at various levels from Certificate level through to postgraduate degrees. We also offer a comprehensive range of CPD programmes, free public lectures, conferences, study skills sessions, and a low-cost community Counselling Service.

You will be joining a friendly, supportive team, passionate about innovative and creative approaches to teaching and learning, within a successful, growing organisation that provides high quality support and inspiring learning experiences for their students.

Overview of the role

The BA in Integrative Counselling is a University of Worcester validated programme. As an BA Course Lead/Tutor you will also be connected with the University of Worcester (subject to approval) as a Registered Lecturer. You will be working closely with the HE Lead, delivering teaching as required by the programme specifications, and will provide ongoing support for the students in your group to reach their potential. We aim, always, to offer a warm and friendly learning environment with exceptional care and support of our students, and at the same time ensuring that high academic and ethical standards are maintained. The role holder will work within the HE team and the wider IMC staff team and will be mentored and supported by the HE Lead.

Key Responsibilities

The role-holder will:

- Support the HE Lead and Academic Administration Manager regarding interview of new applicants to the course;
- Provide a high standard in teaching, learning and assessment activities across all modules, as directed by the HE Lead, in line with the Module Specifications, the Programme Specification, and the Course Handbook;
- Follow the teaching schedule set for the year;
- Undertake all required administration related to the role (e.g. uploading materials to the online systems, liaising with colleagues at the University of Worcester, marking and moderation processes, responding to emails promptly etc.);
- Attend Course Management Committees, HE staff meetings, Teaching Development Days and full staff meetings;
- Maintain a high standard of teaching in line with the module specifications and assessments, developing resources and teaching plans as required;
- Manage group process and development, including holding clear boundaries, supporting beginnings and endings, modelling the respect and care expected of students, and facilitating any group storming/rupture and repair processes in a grounded, supportive, skilled and empathic manner;
- Make full use of the online learning environments provided, including BlackBoard and the University of Worcester online library, to enhance learning and manage assignments/feedback;
- Participate in the marking and moderation of assessments;
- Organise a minimum of 4 x half-hour 1:1 tutorials per year to each student in your group, to take place outside of class time;
- Provide additional learning support and development in a responsive manner and at a level suitable for each student, monitoring progress and communicating expectations clearly;
- Undertaking an equal share in the open evening/ open day/ student interview rotas
- Support students in their personal development and awareness;
- Communicate clearly and promptly with colleagues at the university and within the Iron Mill College on matters relating to the programme;

- Develop innovative approaches to teaching and learning, and to facilitate inspiring and memorable learning experiences; to share good practice with colleagues.

All teaching posts are offered subject to successful recruitment to the programme, and subject to University of Worcester approval as a Registered Lecturer.

This is not an exhaustive list of duties and is subject to change.

Person Specification

Title: Course Lead/Tutor: BA in Integrative Counselling

	Essential	How Identified	Desirable	How Identified
Qualifications	FdA/Diploma in Counselling or equivalent (i.e. a course with at least 400 contact teaching hours and at least 100 hours of supervised placement)	A	BACP Accredited qualification in Counselling	A
	A teaching qualification relevant to delivering UK Higher Education	A		
	An undergraduate degree or higher	A	Masters level degree or PhD	A
Professional Membership and activities	BACP <i>Accredited</i> Registered Members or equivalent* (*Equivalent memberships are restricted to those professional bodies <u>relating directly to counselling and psychotherapy</u> which either (a) are <u>authorised PSA Register holders</u> or (b) professional bodies for regulated professions on the <u>HCPC Register</u>). <i>We may occasionally shortlist strong applicants who are working towards accreditation.</i>	A	BACP Senior Accredited or equivalent*	A
	Currently in practice as a counsellor / psychotherapist, hold Professional Indemnity Insurance and attend monthly professional supervision	I		
	Knowledge and understanding of the BACP Ethical Framework for the Counselling Professions	I		
Experience	A minimum of 450 hours of clinical experience as a counsellor/psychotherapist <i>post qualifying</i> , over a period of not less than 3 years since qualification. (We may occasionally shortlist strong applicants who are less experienced, in junior/support lecturer roles working with more experienced core lecturers).	A/I	Extensive experience as a counsellor, with 5 or more years of continuous counselling work with a range of client groups, and/ or developing in-depth knowledge and experience in a specialist area of counselling.	
	Knowledge of contemporary counselling theory and research gained from regular CPD	A/I	Knowledge of contemporary counselling theory and research gained from post-qualifying/ postgraduate courses in counselling and/or related specialisms completed within the last 5 years; experience of engaging in research activities.	A

	Experience in preparation and delivery of teaching and support for adult learners, and management of assessment.	A/I		
Skills and Abilities	Ability to teach across a variety of theoretical models, with a clear understanding of what is meant by 'integrative' counselling Excellent written and oral skills.	I A/I		
Personal Qualities	Supportive team member Excellent interpersonal skills Enthusiasm and energy for teaching and for supporting learning and development	A/I I I		

A = CV/Cover letter

I = Interview