



Job Description: Tutor– Advanced Diploma in Integrative Counselling

Position Title: Tutor – Advanced Diploma in Integrative Counselling (BACP and NCPS Accredited Course)

Location: Exeter

Hours: Weekend Course: Teaching takes place on 13 weekends per year plus a summer school in July (4 weekdays), from 9:30 am to 6:00 pm.

All academic staff members' contracts include:

- 5 days Attendance at Staff Teaching Development days.
- Two full Staff meetings
- Recruitment events such as Evenings, Open Days, and online course presentations
- Student Admission Interviews
- Planning, teaching preparation assignment marking and feedback.
- Any other necessary course requirements.

Contract Duration: 1-year or 2-year fixed-term contract (depending on the cohort to be taught, with the possibility of extension).

Salary: £28,987 - £36,677 pro rata depending on qualifications and experience. This equates to 52 working days per annum, most of which will be worked over the course of the academic year. Annual leave is included in your salary (pro-rata) FTE.

Responsible to: The Programme Lead

Start Date: February 2025 - A temporary hourly-paid contract will also be issued to allow for induction, mentoring, and handover processes; hours are negotiable.

Overview

The Iron Mill College (IMC) is a specialist independent college based in Exeter, with a well-established centre in Poole. With over 40 years of experience in providing high-quality counselling and psychotherapy, mental health, and wellbeing training programmes, the College is well-known and highly regarded within the professional community. We offer learning opportunities for a diverse range of students at various levels, from Certificate level through to postgraduate degrees.

At IMC, we are deeply committed to promoting Equality, Diversity, and Inclusion (EDI) in all aspects of our work. We strive to create an inclusive environment that supports all students, recognising and valuing the diverse backgrounds, experiences, and perspectives they bring to our community. Our commitment to EDI is central to our mission, and we actively seek to eliminate barriers to participation and success for all individuals.

As a member of our friendly and supportive team, you will be passionate about innovative and creative approaches to teaching and learning, contributing to a successful, growing organisation that provides high-quality support and inspiring learning experiences for all students.

Key Responsibilities: As a lecturer on the Advanced Diploma in Integrative Counselling, you will play a vital role

in delivering support and teaching for a group of students throughout their two-year training. Your responsibilities will include (but are not limited to):

- **Planning and Delivering Teaching:** Develop and deliver engaging teaching across all subjects in the curriculum, ensuring that all materials are inclusive and accessible to all students, and reflect diverse perspectives and experiences.
- **Team Collaboration:** Work collaboratively with academic and administrative colleagues, maintaining prompt and supportive communication, and fostering an inclusive team environment.
- **Technology Proficiency:** Utilise online and IT skills (PowerPoint/Keynote, Windows, SharePoint, OneDrive, Teams) to produce professionally presented course materials that are accessible to all learners.
- **Interactive Learning Experiences:** Provide well-structured teaching and learning experiences that include interactive lectures, clinical skills demonstrations, creative exercises, experiential work, reflective practice, and constructive feedback, ensuring that all students feel valued and included.
- **Student Support:** Form and maintain a warm and professional working alliance with students, offering reliable, consistent, relational, and supportive group leadership, and actively promoting an inclusive classroom environment.
- **Group Management:** Manage group processes and development, including holding clear boundaries, supporting beginnings and endings, and facilitating group dynamics in a grounded, supportive, skilled, and empathic manner, while respecting the diverse backgrounds of all students.
- **Assessment and Feedback:** Mark and moderate assessments, providing detailed developmental feedback to students, and organising tutorials and assessments as required, ensuring that feedback is constructive and supportive of all learners.
- **Professional Development:** Attend all scheduled meetings and undertake the requirements of the teaching contract, while also developing innovative teaching, learning, and assessment strategies that promote EDI.
- **Commitment to EDI:** Actively promote and integrate EDI principles in all aspects of teaching and student interaction, ensuring that all students feel valued and supported in their learning journey. This includes adapting teaching methods to meet the diverse needs of students and fostering an environment where all voices are heard and respected.

Selection Method:

A 15-minute teaching session (excluding questions) in addition to a 1 hour interview with interview questions .

Teaching Session Topic:

You have 15 minutes to deliver a segment of a 3-hour teaching session designed for a diverse group of first-year Advanced Diploma students. Please provide a brief teaching plan for the entire morning (10 am - 1 pm) and indicate where your 15-minute section will fit in. You will have access to a laptop PC, projector, and flipchart. If you have any specific requirements, please let us know in advance.

Topics:

1. Defining Integrative Counselling
2. Contemporary Attachment Theory
3. Equality and Diversity

Key List of Duties

As a lecturer in the Advanced Diploma in Integrative Counselling, you will play a vital role in delivering comprehensive support and teaching for a group of students throughout their two-year training. This includes (but is not limited to):

- Planning and delivering inclusive teaching across all subjects in the curriculum.
- Collaborating effectively with academic and administrative colleagues through prompt and supportive communication.
- Utilising online and IT skills (PowerPoint/Keynote, Windows, SharePoint, OneDrive, Teams) to create professionally presented course materials.
- Providing well-structured teaching and learning experiences that involve interactive lectures, observation and demonstration of clinical skills, creative exercises, experiential work, reflective practice, and constructive feedback.
- Establishing and maintaining a warm and professional working alliance with students, offering reliable, consistent, relational, and supportive group leadership.
- Teaching both in-person and online, the knowledge, skills and abilities to teach the OPT (**Online and Phone therapy**) ensuring well-structured learning experiences that include interactive lectures, student skills observation, and demonstration of clinical skills.
- Managing group processes and development, including setting clear boundaries, supporting beginnings and endings, modelling respect and care, and facilitating group dynamics in a grounded, supportive, and empathetic manner.
- Marking and moderating assessments while providing detailed developmental feedback to students.
- Organising and conducting tutorials and assessments as required, ensuring timely uploads of detailed records to Teams Assignments, and adhering to schedules and deadlines.
- Attending all scheduled meetings and fulfilling the requirements of the teaching contracts.
- Offering additional learning support and development tailored to each student's needs, monitoring progress, and communicating expectations clearly.
- Supporting students in their personal development and self-awareness.
- Demonstrating excellent interpersonal, communication, and organisational skills.
- Developing innovative teaching, learning, and assessment strategies to facilitate inspiring and memorable learning experiences and sharing these with colleagues.
- Always maintaining appropriate professional behaviours and boundaries.

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

NB: Iron Mill College (IMC) enrolled students are *not* permitted to employ a supervisor or therapist in private practice or any other setting who is also a member of staff working at IMC (even when working on a different course or cohort), for reasons of clarity and transparency relating to professional boundaries. This means lecturers cannot recruit IMC students to their private practice while employed at IMC.

Person Specification

Title: Lecturer: Advanced Diploma Integrative Counselling

	Essential	How Identified	Desirable	How Identified
Qualifications	Diploma in Counselling (at least 400 contact teaching hours and at least 100 hours of supervised placement)	A	BACP/NCPS Accredited Diploma/ Degree in Counselling	A
	Experience in preparation and delivery of teaching, and management of assessment	A	Higher Education (HE) Teaching, Learning and Assessment qualification and experience	A
	An undergraduate degree or higher	A	Masters level degree or PhD	A
Professional Membership and activities	BACP/NCPS Accredited Registered Members or equivalent* (*Equivalent memberships are restricted to those professional bodies <i>relating directly to counselling and psychotherapy</i> which either (a) are authorised PSA Register holders or (b) professional bodies for regulated professions on the HCPC Register). We may occasionally shortlist strong applicants who are working towards accreditation.	A	BACP/NCPS Senior Accredited or equivalent*	A
	Currently in practice as a counsellor/psychotherapist, hold Professional Indemnity Insurance and attend clinical supervision	I		
	Knowledge and understanding of the BACP Ethical Framework for the Counselling Professions/NCPS Code of Ethical Practice	I		
Experience	A minimum of 350 hours of clinical experience as a counsellor/psychotherapist post qualifying, over at least 2 years since qualification. (We may occasionally shortlist strong applicants who are less experienced, in junior/support	A/I	Extensive experience as a counsellor, with 5 or more years of continuous counselling work with a range of client groups,	

	lecturer roles working with more experienced core lecturers).		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	A
	Experience of teaching (classroom or practice based).	A/I	Experience in teaching, learning and assessment for mature students in an HE setting	A
	Commitment to EDI	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		
	Excellent IT skills	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 = Application Form = Interview