



Applying for a Counselling Tutor Position: A Step-by-Step Guide

1. Introduction

We extend our congratulations on your decision to apply for the role of Counselling Lecturer on the Advanced Diploma in Counselling. This guide has been developed to assist you in preparing for your interview and to ensure that you have access to any necessary accommodations if needed (Please read the ***Accessibility Considerations** below). By following the outlined steps, we hope that it will assist you to present your qualifications effectively and approach the interview with confidence.

2. Pre-Interview Preparation

2.1 Understanding the Role

Job Responsibilities: Familiarise yourself with the key responsibilities for the role of Counselling Lecturer on the Advanced Diploma in Counselling, including

Key responsibilities:

1. Key list of duties
 2. Personal Specification
 3. Additional contract requirements
- **Required Qualifications:** Review the qualifications needed for the role, such as educational background, and relevant experience in counselling.

2.2 Researching the College

- **Mission and Values:** Understand the College's mission, values, and commitment to diversity and inclusion.
- **Training Programme** Familiarise yourself with the counselling programme including any specialisations or unique features.
- **Recent Developments:** Stay informed about recent news, achievements, or changes within the institution.

2.3 Preparing Your Application Materials

- **CV:** Ensure your CV is up to date, highlighting relevant experience, education, and skills.
- **Cover Letter:** Write a tailored cover letter that expresses your interest in the position and outlines your qualifications and experiences.
- **Teaching session** Prepare A 15-minute teaching session (excluding questions) and a brief teaching plan for the entire morning (10 am - 1 pm) and indicate where your 15-minute section will fit in.
- Choose a Topic from the following:
 1. Defining Integrative Counselling
 2. Contemporary Attachment Theory
 3. Equality and Diversity

2.4 Common Interview Formats

- **Type of Interview:** Our preference is for In-Person interviews, which are traditional face-to-face meetings. However, we also offer virtual interviews conducted through the Teams platform as an alternative
- **Panel Interviews:** our interview process may involve several interviewers from different members of the teaching staff

2.5 Anticipating Interview Questions

- **Common Questions:** Prepare for common interview questions, such as:
 - "What is your teaching philosophy?"
 - "How do you approach counselling diverse populations?"
 - "Can you provide an example of a challenging situation you faced in your previous role and how you handled it?"
- **Behavioral Questions:** Be ready to discuss specific experiences that demonstrate your skills and competencies.

2.6 Logistics and Planning

- **Interview Details:** Confirm the date, time, and location of your interview. If it's virtual, ensure you have the correct link and access to the platform.
- **Transportation:** If attending in person, plan your route and allow extra time for potential delays.
- **Materials:** Prepare any materials you may need to bring.

3. Accommodations for Candidates with Disabilities

3.1 Understanding Reasonable Accommodations

Reasonable accommodations are adjustments made to ensure that any candidate with disabilities can participate fully in the interview process. This may include modifications to the interview format or environment.

3.2 Types of Accommodations

Common accommodations:

- **Extra Time:** please ask for additional time for interviews or assessments.
- **Modified Environments:** please ask us to adjust the interview setting to reduce distractions or ensure physical accessibility.

3.3 Requesting Accommodations

- **How to Request:** Please inform the Administration Team of any accommodation you may need as early as possible. This can be done via email or phone.
- **Confidentiality:** Requests for accommodations are confidential and will be handled with sensitivity.

***Accessibility Considerations:** The College is situated in an older building that may present some accessibility challenges. If you have any accessibility requirements, please let us know in advance so we can discuss what reasonable options may be available.

Disclaimer: This guide has been developed to assist you in preparing for your interview. However, it does not guarantee success. By following the outlined steps, we hope that it will help you present your qualifications effectively and approach the interview with confidence, but the outcome ultimately depends on many factors.