**Vacancy:**

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| **Counselling Level 3 (Sessional Tutor)** |

**Counselling at the Mary Ward Centre**

Our Counselling sectionis a significant part of our programme of accredited courses. We are looking for a tutor to teach on the short (6 week) Introduction to Counselling course and the Level 3 Diploma in Counselling Skills that follows on from this. The Diploma course is accredited by Cache/NCFE. The vacancies are for the daytime version of the course which is run on Thursdays. Further details about the courses can be found on the additional information document in the application pack.

The vacancy is part of a planned expansion of our Counselling programme and we are looking for candidates who would be able to move on to teach on the Level 4 Diploma in Therapeutic Counselling in subsequent years.

**General Information**

The Mary Ward Centre offers high quality adult education and community services, covering the areas of Digital Media, Computing & IT, Business and Management, English and Maths, Languages, Humanities and Social Sciences, Health and Social Care, Writing and Publishing, Visual Arts, Music and Singing.

In the current academic year (2022-23) the centre’s main premises are at Queen Square in Holborn and we also hold sessions at our other site at Blackfriars Settlement, 1 Rushworth Street SE1 0RB, which is a short walk from Waterloo and Southwark underground stations. From academic year 2023-24 our main site will move to a new purpose-built premises on Stratford High Street, 10 minutes’ walk from the main train and bus station and 5 minutes from Stratford High Street DLR. We will continue to deliver courses from the Blackfriars settlement as well.  Our students will continue to come from all walks of life, living both locally and London wide (and beyond). Their education, work and life experience varies enormously.

In recent years, we have also expanded our provision of courses to include some courses delivered partly or wholly online via the Zoom platform. The Counselling courses are planned to run as in person courses but we will revert to an online method of delivery if circumstances require us to do this.

**Job Description**

The tutor will be expected to:

1. Take responsibility for planning the course in conjunction with the other tutors, including a mixture of theory, skills work and experiential learning, within the framework of Centre policy and practice
2. Teach the course, including facilitating a personal development group.
3. Act in a reliable and professional manner at all times.
4. Devise methods of working which suit all students.
5. Evaluate the students’ skills, theoretical work, participation in group, and prepare students to submit work for external assessment.
6. Assess student progress throughout the course and give feedback to students, including marking written essays.
7. Evaluate his/her work in order to provide a basis for future development.
8. Carry out administrative tasks as required (for example, record-keeping, involvement in interviewing as part of the recruitment of students to the course and end-of-course evaluation).
9. Attend occasional staff and team meetings and demonstrate a commitment to in-service training.
10. Offer advice and support to students wishing to progress to future training or work.
11. Conform to all requirements and regulations of the validating body, and participate fully in the processes of internal and external verification, including attendance (when necessary) at standardisation and moderation meetings.

**Person Specification**

The successful applicant will:

1. Be currently in practice as a counsellor, with at least 3 years’ experience.
2. Be either accredited as a counsellor or eligible for accreditation with the BACP, or registered with the UKCP.
3. Have proven experience in adult education, or relevant experience in leading groups of adults, and experience of preparing students for external assessment.
4. Have a recognised qualification in teaching adults, or be committed to acquiring the appropriate qualification within the specified timeframe.
5. Know how to structure and plan a course, and know how to assess students’ work.
6. Have specific teaching skills, including mixed level teaching, and good communication skills.
7. Be prepared to reflect on and improve their own teaching practice
8. Demonstrate understanding of the ethos of adult education.
9. Experience of working with digital technologies in their teaching practice, or a willingness to undertake training to develop their skills in this area

10.Have a commitment to the Centre’s Equality and Diversity policy as stated below:

### The Mary Ward Centre is committed to providing an adult education service which offers equality of opportunity. We believe that all people have a right to an adult education service which promotes social justice and is free from unfair discrimination on any grounds. We are committed to opposing discrimination both in the delivery of our adult education service and in our recruitment and employment practices.

**Pay**

The current standard rate of hourly pay is £34.38 per hour or £36.10 per hour, depending on qualifications. There are additional to contracted hours payments for marking, tutorials, quality assurance activities, team meetings and involvement in student recruitment.

**How to Apply**

Application forms are available from the Mary Ward Centre website [www.marywardcentre.ac.uk/jobs](http://www.marywardcentre.ac.uk/jobs)

Please send in your completed application form, including the supporting statement saying how you meet the Person Specification to [Alleena.hussain@marywardcentre.ac.uk](mailto:Alleena.hussain@marywardcentre.ac.uk)

**Deadline**

The deadline to submit application forms is Monday 17th April 2023.

**If you wish to discuss the vacancy informally, please contact:**

Austin Hill

Curriculum Manager – Professional Qualifications & Humanities & Social Sciences

The Mary Ward Centre

42 Queen Square

London WC1N 3AQ

[Austin.hill@marywardcentre.ac.uk](mailto:Austin.hill@marywardcentre.ac.uk)