**Vacancy:**

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| **Professional Diploma in Integrative Counselling: Group Training Supervisor** |

**Counselling at the Mary Ward Centre**

Our Counselling section is a central part of our accredited course offer, and we have a vacancy for a new tutor to help with the supervision of students on our Professional Diploma in Integrative Counselling course, starting in September 2023. The supervision sessions run on alternate Fridays for all three terms, and weekly on Tuesday afternoons starting from January 2024.

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 group training supervisor will be expected to:

1. Take responsibility for the supervision of small groups of trainees, in conjunction with the course co-ordinator, within the framework of Centre policy and practice
2. Assist the course co-ordinator with the planning and administration of supervision groups
3. Act in a reliable and professional manner at all times.
4. Devise methods of working which suit all students.
5. Evaluate his/her work in order to provide a basis for future development.
6. Carry out administrative tasks as required (for example, record-keeping, producing reports on student progress).
7. Attend occasional staff and team meetings and demonstrate a commitment to in-service training.
8. Offer advice and support to students wishing to progress to future training or work.
9. 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 qualified counsellor or psychotherapist, with at least 3 years’ experience.
2. Be accredited as a counsellor with the BACP or registered with the UKCP.
3. Have an integrative, psychodynamic or person-centred background which works with unconscious processes.
4. Be able to work with and supervise using Clarkson’s relational model in a group supervision setting.
5. Have proven experience in adult education, or relevant experience in leading groups of adults, and ability to provide reports for students according to the course requirements.
6. Demonstrate understanding of the ethos of adult education.
7. Have a commitment to the Centre’s Equality and Diversity policy which

is 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 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:**

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