



**Vacancy:**

### Counselling Tutor (Sessional Tutor)

**Salary:** The current standard rate of hourly pay is £36.12 or £37.92 per hour, depending on qualifications.

**Hours:** Variable

**Pension:** Teachers' Pension Scheme

**Benefits:** Cycle to Work Scheme, Season Ticket Loan, Regular Training & A Subsidised Course of Your Choice.

### Information about the Organisation

#### Who we are

#### Mary Ward Settlement

The Mary Ward Settlement is a medium sized multi-service charity founded in 1895, focused on supporting the efforts and achievements of people in the communities it serves through adult education, access to welfare and social justice and community services. Mary Ward's work is focused on empowering people to enrich and transform their lives, in a welcoming and inclusive atmosphere. Advancing equality and diversity remains at the heart of Mary Ward's practice and policy and continues to reflect our founder's concept of 'equalisation' and original vision for adult learning which remains to open up the pleasures and opportunities afforded by education to all. Mary Ward works with Londoners to help create opportunities for them to reach their educational, social and economic potential, enabling them to learn not only practical skills but to feel part of a community.

The Settlement has three core areas of work which are spread over 3 sites, Stratford, Southwark and Holborn.

#### Mary Ward Adult Education

We are passionate about the idea that we can keep on learning throughout our lives and specialise in courses for adults from 19 to 90. We have been doing this for over 100yrs and are one of London's Specialist Institutes for Adult Learning. Courses run in the daytime, evening or weekend, meaning learning can fit around our student's lives.

#### Mary Ward Legal Centre

The Mary Ward Legal Centre provides free, independent advice to people who live and work in London to help them access their legal rights and entitlements. We provide specialist advice in housing, welfare benefits and debt. We also provide free legal advice as part of our pro bono clinic in the areas of: employment, housing, small claims, consumer, and family.

#### Mary Ward @ Blackfriars Settlement

Offers a wide range of services and activities, supporting people to achieve their goals and improve their well-being. We work with the local people in London's SE1 borough of Southwark



and the wider community to create opportunities to make life better and to build inclusive community. We make opportunities, recognise and celebrate different needs and build a sense of belonging to create a place of safety

We're a partnership of community members, volunteers and staff

### **Our ethos**

The Mary Ward Settlement empowers and equips people to learn, enrich and transform their lives, to deal with obstacles to their hopes and aspirations, and to find support, common interests, inspiration, and friendship within the wider Mary Ward community. Working together with individuals, communities and partners to continuously improve wellbeing, our work is diverse, dynamic and culturally varied, and our atmosphere uniquely welcoming and inclusive.

### **Our Values**

**PEOPLE:** we ensure the needs of students and service users are at the heart of everything we do

**COMMUNITY:** we value and contribute positively to the communities we serve

**LEARNING:** we provide access to learning that enriches people's lives, increases opportunities, and diminishes disadvantage.

**JUSTICE:** we are committed to social justice and provide access to secure legal rights

**RESPECT:** we value and support staff, teams and volunteers, and develop their talents

**EQUALITY:** we foster equality, seek to eliminate discrimination and improve inclusion

**INTEGRITY:** we are honest, fair, accountable and financially responsible

**SUSTAINABILITY:** we actively seek sustainable practices

**EXCELLENCE:** we strive for excellence as individuals, teams and as an institution

### **Our Strategic Aims**

#### **Contributing to local and London economies**

We will contribute to social and economic prosperity by extending our work into new areas whilst supporting more vibrant, tolerant, safe and healthy communities where everyone has the opportunity to learn for learning, build skills and meet personal or professional goals.

#### **Enrich and strengthen the communities we serve**

We will strengthen local communities' ability to access support, advice, learning and employment, reducing social isolation and improving life chances

#### **Provide flexible and outstanding, demand-led provision and services**

We will grow and maintain a diverse, agile and adaptable workforce delivering demand-led and co-created provision that can respond to the demands of its users, changing priorities and local needs.

#### **Be a visible and valued partner and place**

We will be a well known, trusted and respected partner, a 'go to' for input, development and advice across all of the sectors that our work encompasses.

#### **Ensure current and future stability**

We will ensure current and future organisational stability and sustainability through financial health, leadership, governance and a skilled work force.



### **Purpose of the role**

The purpose of the counselling tutor role is to **prepare students to become safe, ethical, and competent counselling practitioners**. The tutor supports students' academic, personal, and professional development while ensuring that training standards and ethical requirements are consistently met.

We are looking for a counselling tutor who can deliver high-quality teaching and assessment, support students' professional and reflective development, and uphold ethical and awarding-body standards to ensure safe and competent counselling practice.

### **Organisation wide commitment**

To play a proactive role in all organisation-wide initiatives and developments to enhance and improve our work
To identify students, members or clients who may be at risk of harming themselves or others and to invoke emergency procedures or referrals where necessary, ensuring that duty of care responsibilities are always discharged under our safeguarding duties
To always deal with all matters sensitively and discretely abiding by relevant confidentiality and data protection policies
At all times to help maintain a safe working environment by attending training as necessary and to carry out responsibilities with due regard to the organisations Equal Opportunities and Health and Safety Policies
To undertake any other reasonable duties responsibilities as may be reasonably expected as part of this role and in line with the scale of the role
Participate in training that is needed for the role, identify training and development requirements and attend an appraisal and review each year.

### **Job Description**

The tutor will be expected to:

1. Enabling students to meet the learning outcomes and assessment criteria set by CPCAB Level 4 and NCFE Level 3
2. Supporting the development of counselling skills, theoretical understanding, and reflective practice.
3. Promoting ethical awareness in accordance with the CPCAB and NCFE model, professional frameworks of BACP, and safeguarding requirements.
4. Supporting students' personal and professional development in preparation for placement and practice.
5. Monitoring student progress and identifying concerns relating to fitness to practise.
6. Acting as a gatekeeper to protect clients, students, and the integrity of the profession, in line with CPCAB and BACP expectations.



7. Teach the Course
8. Act in a reliable and professional manner always.
9. Devise methods of working which will suit all students.
10. Assess student progress throughout the course and give feedback to students
11. Attend Departmental meetings.
12. Carry out administrative tasks required of the tutor (for example, record-keeping and end-of-course evaluation).
13. Ability to work with digital technologies in their teaching practice, including online course delivery via Zoom or similar platform, or a willingness to undertake training to develop their skills in this area.

### **Person Specification**

Successful applicants will:

1. Counselling qualification at Level 4 or above.
2. Teaching/training qualification or willingness to work towards one.
3. CPCAB/NCFE tutor approval (or eligibility).
4. Have proven experience in adult education, or relevant experience in leading groups of adults from a variety of different backgrounds.
5. Demonstrate understanding of the ethos of adult education.
6. Have a recognised qualification in teaching adults or be committed to acquiring a qualification in the next two years.
7. Know how to structure and deliver a course, and how to monitor and evaluate it.
8. Have the following teaching skills:
  - i. good communication skills
  - ability to work with mixed ability groups
  - strategies for assessing student progress and achievement
9. Experience of working with digital technologies in their teaching practice, including online course delivery via Zoom or similar platform, or a willingness to undertake training to develop their skills in this area.
10. Be prepared to reflect on and improve their teaching practice.
11. Have a commitment to updating his/her skills as required
12. Have an awareness and comply with Health and Safety issues
13. Have a commitment to the Centre's Safeguarding Policy
14. Have a commitment to the Centre's Equal Opportunities Policy 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.*

***This organisation is committed to safeguarding and promoting the welfare of service users and expects all staff and volunteers to share this commitment.***



**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 [recruitment@marywardcentre.ac.uk](mailto:recruitment@marywardcentre.ac.uk)

**Deadline:** Applications will no longer be accepted once a suitable candidate has been selected. We encourage you to apply as soon as possible.

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

Geraldine Noel-Duke – Curriculum Manager at [geraldine.noel-duke@marywardcentre.ac.uk](mailto:geraldine.noel-duke@marywardcentre.ac.uk)