

The Minster Centre Supervisors

Job Description

Salary:	On a PAYE basis, equivalent to £44.53 per contact hour (plus marking fees)
Day/time:	2 hours per group, Wednesdays 9.30am-11.30am (and possibly 6.30pm-8.30pm) and Thursdays 11am-1pm and 2pm-4pm.
Contract:	Fixed term from September 2017 – September 2018 (this includes holiday supervision outside of term time, making total number of sessions offered 35 per annum.
Reports to:	Head of Supervision
Accountable to:	Deputy Director

Background

The Minster Centre is a registered charity based in Queens Park, London that trains Integrative psychotherapists and counsellors. Our courses are accredited by the UK Council for Psychotherapy, the British Association of Counselling and Psychotherapy, and validated by Middlesex University. The Minster Centre also provides a psychotherapy and counselling service to the local community and has a number of rooms that are hired out for therapy, training and events.

Trainee supervision at The Minster Centre From the second year of training onwards Minster Centre students begin working with clients, both in placements and with long term training clients. Trainees usually find training clients through the Minster Centre Psychotherapy and Counselling Service, although some students are able to use clients they are seeing in placements or through other referrals. Training clients are worked with long term (ideally 40 hours plus) and trainees will write their long case study and prepare their live assessment based on this work. Sessions with training clients are audio recorded. Work with training clients is supervised in house in groups of 3-4 students.

Roles available There may be a need for additional training supervisors to work with Minster Centre supervision groups starting in late September for the 2017-18 academic year. Successful applicants will be added to a list of suitable supervisors and may be called on for the coming year, for cover in the case of staff absence and for future academic years.

Job Summary

To contribute to the provision and delivery of the Minster Centre Second, Third and Finalist Year MA/Diploma training by offering group supervision to trainees

Main areas of responsibility

1. Provide supervision consistent with the Minster Centre integrative stance, to small groups (3-5) of Minster Trainees in the second year and above.

2. Provide support for students, as appropriate
3. Participate in the assessment of students, which, depending on the year of the students, could include marking supervision portfolios or marking case studies over the summer.
4. Assisting in the monitoring of the curriculum content and delivery and of the training standards, and their development as appropriate
5. Participating in professional activities that enable or enhance fulfilment of the role of supervisor.

Specific responsibilities

1. **Provide supervision, consistent with the Minster Centre integrative stance, to small groups (3-5) of Minster Trainees in the second year and above.**
 - a) Familiarise yourself with the Minster Centre policies and procedures on supervision of training clients and work with your supervision groups accordingly.
 - b) Provide weekly (term-time) two hour supervision groups for 2-5 trainees working with 1-2 clients each or in the early part of the second year, when not all students will be seeing clients, help supervisees develop their clinical skills and prepare for seeing clients using a combination of structured discussion, triad/goldfish bowls, role plays, exercises and case studies.
 - c) Supervision to include regular listening to and facilitating discussion of 10 minute audio recordings of work with training clients.
 - d) Review assessment of potential clients, for trainees in your supervision group, provided by the Minster Centre Psychotherapy and Counselling Service, or other qualified assessors, discuss with the trainee and group and approve (or not) the allocation of the client.
 - e) Offer supervision groups and or emergency supervision out of term time. Students will have paid for 5 sessions of holiday supervision. This is usually one session during the Winter Break, one during the Spring Break and three during the Summer Break. These 5 supervision sessions are included in the monthly salary.
2. **Providing support for tutorials for students, and supporting them at other times, as appropriate**
 - a) Attend a mid- year tutor meeting and provide additional feedback as necessary to allow the HoY to assess progress and hold tutorials mid-year with all students and any students identified as needing additional feedback during the final term.
 - b) providing students with appropriate and considered support and feedback as necessary
 - c) ascertaining when a student is having difficulty, addressing the issues with the student and referring any outstanding issues on to the HoY.
 - d) attending meetings with HoYs and students who are having difficulties as necessary.
3. **Participating in the assessment of students**
 - a) maintaining records of student attendance, assessment and other records required by the Minster Centre and the HoY

- b) participating in termly Staff Meetings, and others as required by HoYs, to discuss issues in relation to the students and their progress on the training. Some of these may be outside your normal attendance hours, the dates will be agreed well in advance and payment for attendance is factored into the pay rates. On occasions when it is impossible to attend the provision of feedback to the HoY by other means is required.
- c) contributing to end of year written feedback for students as well as responding in writing to the students' self assessment at mid-year, ensuring that student records are kept up to date.
- d) third year supervisors mark and moderate the supervision portfolio and the supervision review meeting (mark their own group and moderate a second group) to the standards required by the Minster Centre Student Handbook and Aids to Study and Finalist Supervisors mark final case studies (not usually for their own students).

4. Assisting in the monitoring of the curriculum content and delivery and of the training standards; and their development as appropriate

- a) continuously monitoring and reviewing your work with students and discussing any issues arising both for yourself and individual students with the HoY and other co-tutors
- b) participating in programmes auditing the effective delivery of the course
- c) participating, where needed, in research and evaluation to support the development of the training programme
- d) assisting in curriculum development through attendance at relevant meetings and through raising current issues with HoY

5. Participating in professional activities that enable or enhance fulfilment of the role of Tutor or Supervisor

- a) attending induction events and familiarising yourself with the Aids to Study, the Student Handbook, The Minster Centre Intranet and Minster Moodle (when it goes live), Minster Centre guidance on supervision and training clients, and any other policies (both local and national) that are relevant to the role of tutor at the Minster Centre.
- b) ensuring a high standard of professional engagement with the student body by appropriate and effective use of your own supervision, personal and professional development.
- c) maintaining accreditation in line with the requirements of the Minster Centre, and the national registering bodies.
- d) participating in professional activity including meetings, conferences and other activity as needed to be an effective tutor at the Minster Centre.

This is not an exhaustive list of duties and responsibilities. The post holder may be required to undertake other duties which fall within the ambit of the role, in discussion with the HoY and/or a Deputy Director of Training.

This job description will be reviewed regularly in the light of changing requirements and any such changes will be discussed with the post holder.

Note:

The post holder is expected to comply with all relevant Minster Centre policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Data Protection Act, and clinical governance including research governance.

The postholder is required to comply with requirements of the relevant national registering body to ensure continued registration.

Person Specification

	Essential	Desirable
Education/ Qualifications	<p>UKCP or equivalent accredited training in psychotherapy and at least five years post-qualification experience as a Psychotherapist and Supervisor.</p> <p>Supervision qualification</p> <p>UKCP registration as a Recognised Training Supervisor or equivalent.</p> <p>UKCP Registration or equivalent.</p>	
Skills/Abilities	<p>Highly developed supervision skills.</p> <p>Ability to organise own time and workload effectively.</p> <p>Good communication skills both verbal and written.</p> <p>IT skills (Including MS Office) sufficient to support regular, independent use of email, presentation software and Dropbox, production of course documentation and accessing staff and student intranet facilities.</p>	<p>Research skills.</p>
Relevant Experience	<p>Extensive experience of work as a supervisor</p> <p>Understanding of a range of approaches to psychotherapy and counselling such as humanistic , creative arts and integrative approaches, as well as with intersubjective and psychoanalytic thinking.) Supportive of an Integrative approach.</p> <p>Experience of working with a wide range of students/people.</p> <p>Experience of working as part of a team.</p>	<p>Previous experience of work in a training capacity</p> <p>Experience of student assessment.</p>

Qualities/ Disposition	<p>Strong inter-personal skills, able to build good working relationships with people at all levels, including close colleagues, wider Minster Centre staff and students.</p> <p>Forthright and attentive personality</p> <p>Ability to work in a multi-cultural setting and to appreciate and respect diversity and difference.</p> <p>A commitment to the Minster Centre's ethos and values.</p>	
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Please send a CV plus covering letter (saying how you meet the person specification) to Philip Reilly philipr@minstercentre.org.uk

Closing date for applications is 9am on Monday August 21st 2017.

Please review whether you currently have any Minster Centre students as clients and in which year, and let us know if this is the case so that we can manage any potential dual relationships. **Interviews TBC but anticipated to be held week beginning 28th August.**