



**Iron Mill College**

*Education & Training in Mental Health & Wellbeing*  
Established 1981

**Iron Mill College (IMC) is a specialist independent College, with over 40 years' experience in the provision of high-quality, professional initial and post qualification programmes and courses in psychotherapy, counselling, mental health and wellbeing, as well as bespoke training for organisations and businesses.**

**IMC has a long-standing, excellent reputation in being community and sector rooted from our relationships with local and regional practice providers, IMC low-cost professional counselling service, and distinctive approach to student and staff experience.**

**We currently have a range of exciting teaching posts in Integrative Counselling, designed for tutors to combine with private or employed practice to expand their experience and be part of educating the next generation of counsellors.**

**You will be joining a vibrant team, supported through teaching development and counselling practice enhancement, as well as the opportunity to additionally contribute to College and student experience to advance your interests.**

<b>Title:</b>	<b>Course Tutor: Advanced Diploma in Integrative Counselling</b> (BACP Accredited). <b>Location: Exeter; Poole</b> <b>Course Tutor: FdA in Integrative Counselling</b> (validated University of Worcester & BACP Accredited). <b>Location: Exeter; Poole</b> <b>Course Tutor: BA in Integrative Counselling</b> (validated University of Worcester & Advanced Specialist Training Status with NCS). <b>Location: Exeter; Poole</b>
<b>Hours:</b>	The <b>Advanced Diploma</b> is a two-year course taught either at 1 day per week (Tuesdays, Wednesdays, or Thursdays) or 1 weekend per month, plus a 1-week summer school  The <b>FdA</b> is a two-year course taught at 1 day per week (Exeter: Wednesdays, yr. 1 and Tuesday yr. 2; Poole: Tuesdays)

The **BA** is a one-year course taught at 1 day per week (Thursdays)

**The contract also requires your engagement in:**

- **staff development** (5 per academic year) and **team meetings** (minimum 3 per academic year), usually held on Mondays;
- as well as **teaching-related administration** (e.g. preparation, student emails/tutorials, assessment, course development, Individual Development and Review).

Tutors may choose to teach on one or more courses.

**Duration:** 1-year or 2-year fixed-term contract (depending upon cohort to be taught, with possibility of extension)

**Salary:** £25,023 - £35,609 pro rata as follows:

**Advanced Diploma in Integrative Counselling (Weekend)**

- **A Time Ratio of 0.32.** This equates to 83.2 days of work across the year: 32 of those days involve working directly with your group, and the remainder cover preparation, marking, and associated academic administration, etc.

**Advanced Diploma in Integrative Counselling (Weekday)**

- **A Time Ratio of 0.35.** This equates to 91 days of work across the year: 36 of those days involve working directly with your group, and the remainder cover preparation, marking, and associated academic administration, etc.

**FdA in Integrative Counselling (Weekday)**

- **A Time Ratio of 0.38.** This equates to 98.8 days of work across the year: 40 of those days involve working directly with your group, and the remainder cover preparation, marking, and associated academic administration, etc.

**BA in Integrative Counselling (Weekday)**

- **A Time Ratio of 0.35.** This equates to 91 days of work across the year: 36 of those days involve working directly with your group, and the remainder cover preparation, marking, and associated academic administration, etc.

**Responsible to:** The Programmes Lead

**Start Date:** **Advanced Diploma (Weekday) May 2022**  
**Advanced Diploma (Weekend) September 2022**  
**FdA / BA September 2022**

**Closing Date:** **For Advanced Diploma (Weekday) May 2022:**  
**31<sup>st</sup> March '22**

**For Advanced Diploma (Weekend) September 2022**  
**FdA / BA September 2022**  
**1<sup>st</sup> May '22**

**Interview**

- Date:** TBC
- Selection Method:** A 15-minute teaching session (excluding questions) and 30-minute interview.
- Teaching Session Topic:** You have 15 minutes to deliver *part of* a 3-hour teaching session, appropriate for a group of first year students, on one of the topics below. Please provide a brief teaching plan for the whole morning (10am-1pm) and indicate where your 15-minute section would be located. You will have access to a laptop pc and projector, and a flipchart. Please let us know if you have any further specific requirements in advance.

Possible Topics:

- (1) Defining Integrative Counselling
- (2) Contemporary Attachment Theory
- (3) Difference and Diversity

**Overview**

Iron Mill College is a specialist independent college based in Exeter with a well-established centre in Poole and a further centre in development in Kent. With over 40 years of experience in the provision of high-quality counselling and psychotherapy, mental health and wellbeing training programmes, the college is well known and highly regarded within the professional community. The college provides learning opportunities for a range of students at various levels from Certificate level through to postgraduate degrees. We also offer a comprehensive range of CPD programmes, free public lectures, conferences, study skills sessions, and a low-cost community Counselling Service.

You will be joining a friendly, supportive team, passionate about innovative and creative approaches to teaching and learning, within a successful, growing organisation that provides high quality support and inspiring learning experiences for their students.

**Key Responsibilities**

As a Course Tutor, you will be a core tutor for a group of students, delivering all support and teaching for that group over the timeframe of their training. This includes (but is not limited to):

- Planning and delivering teaching across all subjects on the curriculum
- Strong teamwork including prompt and supportive communication with academic and administrative colleagues
- IT skills (PowerPoint/Keynote, Windows, SharePoint and OneDrive), and the ability to produce professionally presented course materials

- Provision of well-structured teaching and learning experiences involving interactive lectures, observation and demonstration of clinical skills, creative exercises, experiential work, reflective practice and feedback.
- Ability to form and maintain a warm and professional working alliance with students, offering reliable, consistent, relational and supportive group leadership.
- Managing group process and development, including holding clear boundaries, supporting beginnings and endings, modelling the respect and care expected of students, and facilitating any group storming/ rupture and repair processes in a grounded, supportive, skilled and empathic manner
- Marking and moderation of assessments with the provision of detailed developmental feedback to students

Organising and carrying out tutorials and assessments as required, and uploading detailed records to SharePoint within the required timeframes; organising time well, adhering to set schedules and meeting deadlines

- Attending all scheduled meetings and undertaking an equal share in the open evening/ open day/ student interview rotas
- Providing additional learning support and development in a responsive manner and at a level suitable for each student, monitoring progress and communicating expectations clearly
- Support students in their personal development and awareness
- Excellent interpersonal, communication and organisational skills
- Developing innovative teaching, learning and assessment strategies and to facilitate inspiring and memorable learning experiences; to share these with colleagues
- Maintaining appropriate professional behaviours and boundaries at all times

*This is not an exhaustive list of duties and is subject to change.*

NB: Iron Mill College (IMC) enrolled students are *not* permitted to employ a supervisor or therapist in private practice or any other setting who is also a member of staff working at IMC (even when working on a different course or cohort), for reasons of clarity and transparency relating to professional boundaries. This means that lecturers will not be able to recruit IMC students to their private practice while employed at IMC.

**All teaching posts are offered subject to successful recruitment to the programme.**



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Person Specification

**Title: Course tutor**

	<b>Essential</b>	<b>How Identified</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	Diploma in Counselling (at least 400 contact teaching hours and at least 100 hours of supervised placement)	A	BACP Accredited Diploma/ Degree in Counselling	A
	Experience in preparation and delivery of teaching, and management of assessment	A	Higher Education (HE) Teaching, Learning and Assessment qualification and experience	A
	An undergraduate degree or higher	A	Masters level degree or PhD	A
<b>Professional Membership and activities</b>	BACP Accredited Registered Members or equivalent* (*Equivalent memberships are restricted to those professional bodies <i>relating directly to counselling and psychotherapy</i> which either (a) are <a href="#">authorised PSA Register holders</a> or (b) professional bodies for regulated professions on the <a href="#">HCPC Register</a> ). We may occasionally shortlist strong applicants who are working towards accreditation.	A	BACP Senior Accredited or equivalent*	A
	Currently in practice as a counsellor / psychotherapist, hold Professional Indemnity Insurance and attend professional supervision	I		
	Knowledge and understanding of the BACP Ethical Framework for the Counselling Professions	I		
<b>Experience</b>	A minimum of 350 hours of clinical experience as a counsellor/psychotherapist <i>post qualifying</i> , over a period of not less than 2 years since qualification. (We may occasionally shortlist strong applicants who are less experienced, in junior/support lecturer roles working with more experienced core lecturers).	A/I	Extensive experience as a counsellor, with 5 or more years of continuous counselling work with a range of client groups, and/ or developing in-depth knowledge and experience in a specialist area of counselling.	
	Knowledge of contemporary counselling theory and research gained from regular CPD	A/I	Knowledge of contemporary counselling theory and research gained from post-qualifying/ postgraduate courses in counselling and/ or related specialisms	A

	Experience of teaching (classroom or practice based).	A/I	completed within the last 5 years  Experience in teaching, learning and assessment for mature students in an HE setting	A
<b>Skills and Abilities</b>	Ability to teach across a variety of theoretical models, with a clear understanding of what is meant by 'integrative' counselling	I		
	Excellent written and oral skills.	A/I		
<b>Personal Qualities</b>	Supportive team member	A/I		
	Excellent interpersonal skills	I		
	Enthusiasm and energy for teaching and for supporting learning and development	I		

A = Application Form

I = Interview

