



## Introduction

Thank you for your interest in the role of Counselling Tutor. We believe it is an exciting time to join the Spurgeon's College staff team, as we realise our strategic plan to apply for Degree Awarding Powers, diversify the College's educational offer, and extensively redevelop our buildings.

For a number of years we had a small team of two Counselling Tutors, who covered level 2, 3 and 4 of the counselling teaching offered at Spurgeon's College. However, in the last few years we have sought to grow the team as the Counselling Department has grown and presently we employ four part-time counselling tutors.

As a result of one tutor wishing to retire in September 2021 and another reducing their hours, we are therefore recruiting to replace the L4 role. In addition the counselling student numbers have grown and therefore we are looking to expand the team to ensure we plan appropriately for the future.

Spurgeon's College is a recognised CPCAB centre and teaches:-

Level 4 Diploma in Therapeutic Counselling (TC-L4)

The College uses the text books from CSCT to teach these courses and ensure that there are always two tutors assigned to teach each qualification.

The College is looking for:-

- Two people to co-teach year two of the Diploma in Therapeutic Counselling on Fridays during term time (1 day a week during term time).

# The College

At Spurgeon's College we are committed to our mission to train men and women for Christian mission, ministry and leadership in the contemporary world. Counselling training has been and continues to be an important part of our mission.

Spurgeon's College was founded in 1856 by Charles Haddon Spurgeon, the leading nonconformist preacher in 19<sup>th</sup> century Britain. Formerly located with The Metropolitan Tabernacle at the Elephant and Castle in Southwark, it moved to its present premises in 1923. The College is in membership with the Baptist Union of Great Britain, the Evangelical Alliance and Micah Global.

The College has always trained students for the Baptist ministry. In the last two decades, its provision has diversified considerably, and Spurgeon's has become known for its enterprise and initiative in developing new courses in response to the changing needs of church and society. At any one time the College has 600-700 full-time, part-time and online students registered across its programmes, with around 180 normally on-site at some point each week during term time.

The counselling course is taught from a secular integrated perspective and students of faith and none study on the course.

## Mission, Vision, and Values

### Mission

Our mission is to train men and women for Christian mission, ministry and leadership in the contemporary world.

### Vision

- To cultivate a creative learning environment allowing every student to develop spiritually, academically, emotionally and socially.
- To deliver a relevant, structured curriculum tailored to training men and women for mission, ministry and leadership for all who wish to deepen their understanding of the Scriptures and theology.
- To develop the College's position, in the global and diverse city of London, as a research-led, experience-based centre of excellence delivering positive outcomes for students.
- To maintain the highest professional and ethical standards in every area of College life.

## Values

- We believe in the inherent moral equality, dignity and worth of every individual.
- We value the unique distinctiveness of each member of the College community.
- We celebrate the richness of being a diverse and inclusive community.
- We believe that as a community meeting daily for worship we must be careful to listen to God and discern his will and purpose.
- We will promote the general wellbeing of all members of the student community and College staff.
- We are committed to assisting every student in reaching their potential.

## Job Description: Counselling Tutor

### Key Responsibilities would be:

#### Level 4 Diploma in Therapeutic Counselling (TC-L4)

The role of Counselling Tutor (TC-L4) at Spurgeon's College will be offered in the model of an annualised hours contract, in order to provide flexibility regarding when you mark and prepare. However, the teaching day is a Friday for this course and it is a requirement to be available to teach on Fridays during term time.

The contract for the term is:-

### Reward package

**Fixed term remuneration:** The payment for the 1028 hours contract totally £19523 per annum.

### Pension

The College offers an excellent defined contribution pension scheme, to which both the College and individual staff members contribute. Details will be provided on request.

### Annual leave

You will be entitled to pro rata equivalent of 30 days' holiday with pay in each holiday year, plus public holidays. This will be paid at the end of your fixed term contract based on the holiday accrued by the number of hours you work.

## **Location**

Your normal place of work will be Spurgeon's College.

## **Nationality**

You will be required to have the normal eligibility requirements to work in the UK.

## **Equal Opportunities Policy Statement**

Spurgeon's College is committed to securing equality of opportunity in employment and to the creation of an environment in which individuals are selected, trained, promoted, appraised and otherwise treated on the sole basis of their relevant merits and abilities. For this purpose all applicants will be asked to answer Equal Opportunities monitoring questions as part of the recruitment and appointment process.

## **Job Description: Counselling Tutor**

### **Key Responsibilities would be:**

- To deliver Level 4 Diploma in Therapeutic Counselling (TC-L4) on Fridays at Spurgeon's College.
- To prepare to deliver the above stated course with the aid of pre-prepared material supplied by CSCT.
- To mark students' assignments weekly and portfolios at the end of each course against a set of criteria from CPCAB (the validating body) and give regular written feedback.
- To act as personal tutor to the class and to hold regular tutorials with students, monitoring progress and raising concerns.
- To assist the course leader in assessment decisions.
- To assist in interviewing and assessing potential candidates for the courses.
- To attend a standardisation session.

### **Essential Qualifications:**

In order to be eligible to teach Level 4 Diploma in Therapeutic Counselling (TC-L4), the successful candidate must meet the CPCAB tutor requirements which is available at [https://www.cpcab.co.uk/public\\_docs/guide-to-tutor-assessor-qualifications-and-experie](https://www.cpcab.co.uk/public_docs/guide-to-tutor-assessor-qualifications-and-experie)

The requirements are:-

Minimum qualification requirements for tutors	Personal therapy + professional accreditation	On-going CPD	Minimum practice experience	Min. experience as a trainer / tutor
<b>Level 4 Diploma in Therapeutic Counselling (TC-L4)</b>				
<b>Core tutor</b> <i>*two required if teaching separately</i>  420 hours therapeutic counselling qualification at level 4 or above. e.g. TCL4	10 hours of personal therapy  AND  Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	Current practitioner with 2 years supervised counselling practice or minimum 450 counselling hours  AND  Supervision qualification or 1 year experience of providing supervision to groups or individuals in a counselling setting.	Teaching qualification  AND  2 years teaching and assessing at level 2 and 3 or above.
<b>Additional tutor(s)</b> <i>*relevant if co-tutoring with core tutor</i>  420 hours therapeutic counselling qualification at level 4 or above. e.g. TCL4	10 hours of personal therapy  AND  Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	Current supervised counselling practice with a minimum of 6 months post-qualifying practice experience.	Teaching qualification or be working towards one  And  1 year teaching and assessing at level 2 and 3 or above.

**Please note that we are looking for 2 tutors and one of the 2 tutors must meet the core tutor requirements as above. This means that as an applicant if you meet the additional tutor criteria, please do apply.**

Applications should be sent by email, in confidence to [s.plummer@spurgeons.ac.uk](mailto:s.plummer@spurgeons.ac.uk)

Your application should include:-

- A letter of application of no more than two A4 pages outlining your suitability for the post and in particular addressing the requirements of the Job Description and Person Specification.
- A current and full CV giving details of higher education and **essential** qualifications as outlined above, current or most recent employment or work and a complete employment history and a completed Candidate Information Form and Equal Opportunities Monitoring form downloadable from the website: <https://www.spurgeons.ac.uk/counselling-tutors-level-4/>

You are asked to give names, occupations and addresses (including e-mail) of two persons to whom references can be made and the capacity in which they have known you. Please state whether it will be acceptable to contact the referees before interview.

**The closing date for applications is 12 noon Wednesday 30 June 2021.**

**Interview date:** The interviews will take place July 2021.