

Job Title: Counselling Supervisor

Salary: SP6/HE1

Responsible to: Head of Counselling

Responsibilities:

- Complete group supervision with trainee counsellors
- Enabling supervisees to integrate theory with practice;
- Enabling supervisees to become competent, ethical practitioners;
- Providing an assessment report as per the handbook, half way through the year, at the end of the year and once the student has satisfactorily completed the required number of 1:1 counselling experience evaluating the following areas:
 - The supervisee's counselling skills;
 - The supervisee's use and understanding of Transactional Analysis' concepts;
 - The supervisee's professional competence.
- Ensuring that both the supervisee and the Head of Counselling has a copy of the reports.
- Negotiating a contract with your supervisees which clearly states:
 - Your expectations;
 - Your contact with the supervisees;
 - Your approach;
 - The cancellation policy as agreed with Head of Counselling;
 - Arrangements for extra supervision if requested by supervisee, including payment of fees for any extra session;
 - The limits of confidentiality;
 - Your legal responsibilities.
- Monitor and evaluate the performance of students
- Refer students appropriate to College support services via the Student Support Administrator e.g. learning support, counselling, hardship, childcare, and for any issues related to access of college resources
- Establish good relationships with learners which promotes the achievement of learning
- Give effective and constructive feedback; formatively and summative.
- Track and record individual learner's progress and achievements as appropriate
- To ensure all necessary administration connected with the course is completed including registers and risk assessments
- To attend meetings and relevant training as necessary
- Attend and evidence annual CPD
- Prioritising the safeguarding of all students and participate in training on safeguarding matters
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Any other tasks reasonably required by the Principal/Director of AHED

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Essential Requirements

- Foundation Degree in Counselling
- Supervision experience and qualification
- Complete own supervision as part of the role
- Excellent organisational and record keeping skills
- Excellent communication skills
- Flexible, committed and able to work as part of a larger team

Desirable Requirements

- BACP member
- Degree in Counselling
- PGCE/Cert ED
- Experience of working in an HE setting