

**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