



Title: Personal Development Group Facilitator

Responsible to: Learning Manager

Reporting to: Senior Teacher

Responsible for: PD for BA (Hons) in Person-Centred Counselling and Psychotherapy

Grade: Facilitator

Contract Status: Flexible

Hours of work: 2 hours on alternate weeks (term time only - Tuesday evenings) - 19.00 - 21.00.

Role Summary:

To facilitate personal development, using a person centred approach, to learners on the Dip HE in Person Centred Counselling courses.

Main duties

- To facilitate learners' developing experiences in relation to their Counselling training.
- To strongly model the classical person centred approach in a facilitation role.
- To instil and uphold ethical boundaries.
- Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
- Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
- Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
- Carry out all duties with due regard to Safeguarding and Health and Safety Regulations.

- Ensure compliance with the Financial Regulations of the College.
- Positively promote equality of opportunity for staff and students
- Carry out other duties as may reasonably be required from time to time

NOTES:

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at 11/2017. It will be updated in consultation with the post holder as circumstances change.



PERSON SPECIFICATION: Personal Development Group Facilitator

	Essential	Desirable	How Assessed
Education/ Qualification and Training			
BA (Hons) in a Person Centred approach	x		Application and Certificate
Subject specific qualification at level 3 or above	x		
Teaching qualification		x	
A Member of the BACP	x		
Evidence of professional development and continuous updating of skills and Knowledge	x		
Experience			
Significant successful experience in person centred group work	x		Application /Interview
Experience of contributing to course design, curriculum development and programme managing		x	
Experience of successfully implementing change		x	
Experience of lesson observation and feedback to staff		x	
Experience of tutorial and student support process	x		
Knowledge and awareness			
Knowledge of effective approaches to curriculum, course content and leadership		x	
Knowledge of trends and initiatives within the subject sector	x		
Knowledge of Inspection Frameworks		x	
Knowledge of equal opportunities issues	x		
Skills			
Knowledge of IT and its use in the curriculum and decision making	x		
Excellent communications and interpersonal skills	x		
Commitment to team working	x		
Strong personal commitment to the college	x		
Commitment to achieving excellence through continuous improvement	x		
Ability to work flexibly to meet college requirements	x		