



Glasgow Council on Alcohol
2nd Floor, 14 North Claremont Street
Glasgow G3 7LE
0141 353 1800

JOB DESCRIPTION

JOB TITLE: Course Tutor/Trainer

SALARY: GCA Salary Grade 8 £33,507 – 35, 695 (pro rata) per annum

HOURS: Part-time – 12 hours per week. (Flexible hours)

Flexible working, part-time hours, or job-sharing arrangements will be considered for the right candidate.

The hours will be annualised. This means that the Course Tutor/Trainer may carry hours forward throughout the month, so that hours are focused on what is required and when they need to be delivered.

GCA deliver services over 7 days per week

MAIN FUNCTION/RESPONSIBILITY

The Diploma in Integrative Counselling is 2-year course, credit rated at SCQF level 10 by the University of the West of Scotland, and validation from COSCA. GCA is one of the founding COSCA members and adheres to the COSCA ethical framework for good practice in counselling, psychotherapy and counselling skills. The course requires tutors who are accredited by COSCA to Diploma level or committed to work towards accreditation. Tutors should be experienced Counsellors who are accredited with an appropriate professional body, or working towards accreditation (e.g., COSCA/BACP/UKCP).

The course tutor will be embedded in one Diploma Class but will be expected to contribute to other classes when required and deliver COSCA skills courses and CPD training workshops when required.

Course tutors will be required to work evenings and weekends.

REPORTING RELATIONSHIPS

Course Tutors report to a designated Course Lead.

MANAGEMENT ACCOUNTABILITY

The Course Tutor does not have responsibility for line management.

KEY RESULT AREAS

1. To facilitate learning; delivering lectures, tutorials, experiential groups, supervision and observed skills practice feedback.
2. To contribute to the creation of Diploma Policies and Procedures, including maintenance and updating of the course handbook.
3. To create learning plans and appropriate materials in relation to both the Diploma and other COSCA course or CPD.
4. Attendance at Team Meetings/ Liaison with other Tutors about course content & materials.
5. To issue pre course reading to students at regular intervals
6. To engage with students via the Moodle forum on the learning support platform.
7. To hold responsibility for student welfare, offering 1:1 session to the students for whom the tutor is nominated personal tutor.
8. To mark and cross mark allocated assignments and provide written feedback, via Moodle and Turnitin.
9. To respond to correspondence by students via Moodle/email and ensure emails are checked and responded to on a weekly basis.
10. To share responsibility for monitoring content on Moodle, ensuring it has been updated for the class and ensuring materials in a variety of format are uploaded.
11. To keep adequate records, for example attendance, 1:1 recording, skills observation feedback, assignment extensions requests etc
12. To assess students for fitness to practice and offer professional references in relation to placement, endorsement to practice and COSCA membership.
13. To support the Monitoring and evaluation of training
14. To liaise with placement providers to ensure students can access opportunities in line with course requirements in liaison with the Course Lead
15. To participate in the assessment interviews and intake of new students, liaising with Course Director, Course Leads and Course Administrator.
16. To contribute to development of a CPD calendar, leading on aspects of planning and delivery.
17. To undertake any other duties as required by the Course Director



PERSON SPECIFICATION

LEAD COURSE TUTOR

E = Essential D = Desirable

QUALIFICATIONS

- Diploma in Counselling/Psychotherapy E
- Training qualification E
- Accredited COSCA Diploma Trainer (or eligible to work towards this) E
- Accredited COSCA/BACP/BABCP/UKCP Membership E

SKILLS

- Good written and verbal communication skills E
- Good interpersonal skills E
- Two Years Post qualified clinical experience E
- Ability to engage with groups of people across age ranges E
- Presentation skills E
- Ability to develop and deliver a range of training programs and support resources E
- Team working skills E

EXPERIENCE OF

- Group working E
- Education, training and delivering presentations E
- partnership working D
- Enabling participation E

KNOWLEDGE OF

- Addiction issues D
- Motivational interviewing and Alcohol Brief Intervention Techniques D
- Trauma and trauma informed approaches D

PERSONAL ATTRIBUTES

- Proactive E
- Self-directed E
- Motivated E