

## The Minster Centre Live Assessors

We are looking to recruit Live Assessors for The Minster Centre.

We offer an integrative training and students can exit/qualify with a Diploma in Counselling (BACP accredited course) and/or MA in Psychotherapy and Counselling (UKCP accredited course).

In the final year of both programmes, the students are required to have a Live Assessment which is facilitated by 2 examiners. There is an accompanying written submission with both the Dip Con and MA live assessment, which the examiners read beforehand. During the live assessment each student will present a 10-minute audio recording of their work, which is linked to the accompanying paper.

The lead assessor is responsible for writing up the feedback, in collaboration with the 2<sup>nd</sup> assessor.

Interested applicants need to be experienced and registered psychotherapists, with thorough knowledge of integrative theory and practice, and have assessment experience. We welcome applications from people not currently teaching at the Minster Centre but familiar with its approach. If you are currently teaching at The Minster Centre you will not normally be a Live Assessor on a course you teach on but may be able to assess students from another programme.

Essential requirements for the post holder include (see job description for details):

- ***Recent experience of teaching in a psychotherapy organisation including assessing students and marking written work***
- ***Sound knowledge of Integrative Therapeutic Skills and a broad range of theoretical approaches including Object Relations, Humanistic and Existential Theories, Attachment and Relational Approaches and Contemporary Theories.***
- ***Awareness of difference and diversity in relation to therapeutic practice.***
- ***Sound knowledge of therapeutic skills required, including utilisation of conscious and unconscious processes, the therapeutic frame.***
- ***UKCP registration or BACP Accreditation***

For further information contact Alyson Jaffe at [alyson@minstercentre.ac.uk](mailto:alyson@minstercentre.ac.uk)

Please apply using the attached application forms with a covering email or letter to Justine Walsh, Operations Manager, [Justine@minstercentre.ac.uk](mailto:Justine@minstercentre.ac.uk).

This post is being advertised internally and externally.

## The Minster Centre Live Assessors

<b>Salary:</b>	Assessors are paid £100 per assessment, which includes writing the feedback report.
<b>Day/time:</b>	Live Assessments take place during July and November of each academic year.
<b>Contract:</b>	1 <sup>st</sup> July 2019 – 30 <sup>th</sup> June 2020.
<b>Reports to:</b>	Deputy Director
<b>Accountable to:</b>	Deputy Director

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### Job Description

#### **To participate in and contribute to the Live Assessments processes at The Minster Centre:**

1. to facilitate (in collaboration with a second assessor) the live assessment process for finalist students on either Diploma in Counselling and/or MA in Counselling and Psychotherapy.
2. to read the accompanying Process Report (Dip Con) or Long Case Study (MA) which accompanies the live assessment process, which is separately marked by another member of staff.
3. attend annual marking and assessment workshop run by The Minster Centre.
4. to write up the feedback using the relevant marking form and assessment criteria.
5. to meet the marking deadlines as set by the Registrar.
6. to use the Moodle system to upload and mark the work.
7. assisting in the monitoring of the curriculum content and delivery, and of the training standards; and their development as appropriate.
8. Monitor and review your work as a Live Assessor, discussing any issues arising both for yourself and individual students with Deputy Director or Director.

This is not an exhaustive list of duties and responsibilities. The post holder may be required to undertake other duties which fall within the ambit of the role, in discussion with the Deputy Director or Director. This job description will be reviewed regularly in the light of changing requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant Minster Centre policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding, Health and Safety and Data Protection Act, and clinical governance including research governance. Further, the post holder is required to comply with requirements of the relevant national registering body to ensure continued registration.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
Education/ Qualifications and Knowledge	<p>UKCP or equivalent accredited training, substantial post-qualification experience.</p> <p>UKCP Registered or BACP Accredited.</p> <p>Good understanding of principles of learning, teaching and assessment, plus experience in Higher Education of assessment and teaching.</p> <p>Sound knowledge of Integrative Therapeutic Skills and a broad range of theoretical approaches including Object Relations, Humanistic and Existential Theories, and Relational Approaches.</p> <p>Substantial experience as a psychotherapist and supervisor.</p> <p>Awareness of current thinking about therapy and diversity, inequality, social and cultural norms (including ethnicity, sexuality, disability, class and gender).</p>	<p>Masters qualification</p> <p>HE Teaching qualification</p>
Skills/Abilities	<p>Demonstrable ability to assess a range of therapeutic skills at Level 7.</p> <p>Demonstrable ability of a range of theoretical knowledge.</p> <p>Demonstrable ability to organise own time and workload effectively whilst also contributing to an effective team.</p> <p>Demonstrable excellent communications and presentation skills both written and oral</p> <p>Good IT skills (Including MS Office) sufficient to support regular, independent use of email, presentation software and production of course documentation and accessing staff and student intranet facilities.</p>	<p>Supervision skills.</p> <p>Use of Moodle</p>
Relevant Experience	<p>In current clinical practice</p> <p>Experience of working with a wide range of students/people</p> <p>Previous and recent experience of teaching in a psychotherapy organisation including assessing students and marking written work</p> <p>Experience of working under supervision and as part of a team and of the approaches that facilitate good team working.</p>	<p>Experience of supporting students with different needs and inclusive teaching and assessment processes.</p>

Qualities/ Disposition	<p>Friendly pleasant manner.</p> <p>Forthright and attentive personality</p> <p>Strong inter-personal skills, able to build good working relationships with people at all levels, including close colleagues, wider Minster Centre staff and students.</p> <p>Ability to work in a multi-cultural setting and to appreciate and respect diversity and difference.</p> <p>A commitment to the Minster Centre's ethos and values.</p>	
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Please apply using the attached application form and record declaration to Justine Walsh, Operations Manager, [Justine@minstercentre.ac.uk](mailto:Justine@minstercentre.ac.uk).