

JOB DESCRIPTION

Vacancy reference:	SRF31636
Post Title:	Clinical Tutor
Grade:	Clinical Grade 1-6
School/Department:	Charlie Waller Institute
Reports to:	Katherine Simons

Purpose

The post holder will provide support to deliver our Adult postgraduate CBT programmes. There is also the opportunity to contribute to the Children and Young People's (CYP) programmes. The post will involve teaching, clinical supervision, marking and contribution to the development of the programmes.

Main duties and responsibilities

Teaching

- (1) Prepare and deliver lectures and tutorials within an established programme for which other members of clinical academic staff retain overall responsibility.
- (2) Plan and organise own teaching activity within the framework of the programme.
- (3) Select and apply effective teaching methods, materials and assessment techniques, recognising cultural, equality and diversity challenges.
- (4) Reflect on student feedback, student performance and peer observation in order to enhance modules and teaching.
- (5) Support and encourage students' clinical, academic, personal and professional development, and referring on to appropriate services for further help and guidance when needed.
- (6) Supervise the clinical work of students.
- (7) Mark and assess student coursework and assessments, providing timely and useful feedback to students according to standardised measures.
- (8) Contribute to the review and development of module content and materials.
- (9) Actively contribute to meeting the teaching and learning strategy and objectives of CWI and the School

Teaching and Learning Development

- (1) Contribute to the development of teaching and learning activities within the CWI by co-ordinating and enhancing such areas as:
 - Teaching resources
 - Student support and guidance
 - Monitoring of quality-related requirements
- (2) Analyse students' learning experiences and share information as appropriate.
- (3) Conduct pedagogic research, investigating innovative teaching, learning and assessment methods and techniques and disseminate best practice as appropriate to the role.

Leadership and Management

- (1) Participate in appropriate external networks to share information and ideas.
- (2) Contribute to teaching-related administration such as provision of module descriptions, collating assessment marks, carrying out student evaluations of modules etc.

Supervision received

Non-clinical supervision will be provided by the Course Director. The post will have limited day to day supervision and the responsible person is expected to make decisions and identify issues and respond appropriately.

Supervision given

Clinical supervision will be given to Postgraduate Diploma students.

Contact

Colleagues within CWI and the School of Psychology as well as workplaces that send staff to Reading clinical courses.

Terms and conditions

This role is part-time (0.6 FTE) and offered as a three-year fixed term contract. Some flexibility with working hours (e.g. occasional evening or weekend work) may be required to accommodate the demands of the post.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 08.01.20

PERSON SPECIFICATION

Job Title	School/Department
Clinical Tutor	Charlie Waller Institute

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent clinical skills for helping clients with mental health problems. • Excellent supervisory skills of CBT therapists. • Excellent verbal and written communication skills. • Excellent organisational skills • Ability to work to deadlines • Proven ability to teach and mark assessments • Ability to critically evaluate • Ability to troubleshoot queries from students and stakeholders • Confident working with all organisational levels and with clinicians from a range of backgrounds with a variety of experience • Sensitivity to cultural issues and needs and awareness of university regulations/best practice 	
Attainment	<ul style="list-style-type: none"> • Graduate Honours (or equivalent) level • Qualification to work clinically (e.g. Doctorate in Clinical Psychology, Registered Mental Nurse) • BABCP Accreditation 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of evidence-based psychological treatments (including CBT) for adults • Knowledge of Mental Health Services for adults and other relevant agencies delivering mental healthcare • Working knowledge of MS Office packages 	<ul style="list-style-type: none"> • Knowledge of Higher Education Systems and National Health Service • Knowledge of University procedures and processes and structure • Networks of contacts within HE/NHS
Relevant Experience	<ul style="list-style-type: none"> • Specific training in evidence-based psychological therapies (particularly CBT) • Experience of utilising evidence-based psychological therapies (particularly CBT) 	

	<ul style="list-style-type: none"> • Experience of providing clinical supervision for clinicians delivering cognitive behaviour therapy • Experience of teaching and marking 	
Disposition	<ul style="list-style-type: none"> • Able to work independently and as part of a team • Flexibility and ability to work under pressure • Confident communicator at all stakeholder levels (students, NHS and academic staff) 	
Other	<ul style="list-style-type: none"> • Able to work occasional evenings and early starts • Willing to travel 	<ul style="list-style-type: none"> • Able to travel in order to meet with relevant individuals/groups in a variety of locations

Completed by: Katherine Simons	Date: 08.01.20
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