



**Thank you for your interest in Chrysalis.**

## **Job description for Professional Tutor and Essay Marker** **Chrysalis's Training Ethos – Counselling Tutors**

If you'd like to become a Chrysalis counselling tutor, it's important for yourself and for Chrysalis that you understand some of our ethos and training structure.

**Please read the following carefully** and if you are happy to go forward with your application for interview, please ensure that you sign the declaration box on the application page below to indicate your acceptance.

Chrysalis currently runs 5 courses ("courses 1-5".) Course 1 (year one) is our Diploma in Hypnotherapy & Counselling Skills, and 80% of our counselling students or more will already have a hypnotherapy qualification before starting counselling. Our counselling tutors don't have to know anything about hypnotherapy but they must accept that hypnotherapy is a valuable psychological therapy and a good start to deeper counselling practice. You will be expected to reflect this acceptance in your tutoring of Chrysalis students.

Courses 2 (year two) is a Diploma in Counselling Skills and Theory and Course 3 (year three) is the Advanced Diploma in Psychotherapeutic Counselling. Most students commencing these courses will have a Diploma in Hypnotherapy. Client work for these courses is done, in a controlled manner, by students self-soliciting clients as student counsellors for case studies. Chrysalis counselling tutors are expected to have the role of ensuring that the case study presenting issues, and the case study clients, are appropriate for the students in question. Some students, but not all, on these courses will have obtained an external placement but it is possible to pass the courses without one. You will be expected to be able to accept that counselling qualifications can be obtained without the *requirement* of an external placement if you teach these courses, and support Chrysalis's ethos on this issue.

Course 4 (addition to Course 3) requires 100 hours of supervised practice in a placement and 2 additional attended taught modules on counselling practice.

Course 5 is the Higher Professional Diploma in Therapeutic Counselling. The full details of this course are currently being finalised.

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Chrysalis's primary accreditation is with the National Counselling Society (NCS.) The Society's ethos is to be inclusive and to promote diversity, including socioeconomic diversity, in counselling. Part of this ethos accepts counsellors as professionally appropriate without having done a supervised placement, and recognises that the number of counselling students in training far exceeds the number of external placements available. The NCS also focusses on counselling as a vocation and seeks to encourage counsellors in this manner. Chrysalis counselling tutors are expected to accept this ethos and to register themselves as NCS members on appointment (initially financially supplemented by Chrysalis). They will be expected to support the NCS and its ethos with Chrysalis students. Whereas Chrysalis students are free to join other professional bodies, you should not promote other bodies to Chrysalis students.

In addition, most Chrysalis courses (1-4) do not require, although they do recommend, students undertaking personal therapy. This is consistent with the requirements of many professional bodies and the model which Chrysalis teaches. Chrysalis counselling tutors should be aware of and accept this ethos.

Chrysalis has a 14 year history of training safe, professional and ethical counsellors from a wide variety of backgrounds who have gone on to offer, both on an employed and self-employed basis, a wide range of services to their clients in a professional manner. Chrysalis counselling tutors should be aware of and support our ethos as set out above, including membership of the NCS, and *you should not request an interview if you disagree with anything outlined above.*

## **Boundaries as a Chrysalis Tutor**

**Please read the following carefully** and if you are happy to go forward with your application for interview, please ensure that you sign the declaration box on the application page below to indicate your acceptance.

As a Chrysalis tutor, it's vital that not only the commonly understood tutor-student boundaries are maintained in a professional manner, but that you ensure that there are no possible conflicts of interest arising between your Chrysalis tutor role and your other professional activities. The main thing is to maintain the ethos that Chrysalis students are students of Chrysalis first and foremost.

As a Chrysalis tutor, you will not be able to use Chrysalis students, whether directly or indirectly, for any other services, whether provided by yourself, or by third parties. For the avoidance of doubt, this means that you will not be able to offer or recommend books, workshops, therapy, supervision, training or any other services whatsoever, to

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Chrysalis students, past or present – whether from yourself or from any third parties. You will not be able to market to Chrysalis students, retain their contact details, or engage with them via social media or other online forums. Also, it is not permitted to invite or allow any third parties into Chrysalis classrooms or to hire any venues which Chrysalis use, or to attend any events or training at venues Chrysalis uses without our prior consent.

You will also have to declare to Chrysalis any other training you are offering or participating in in any capacity in order to avoid potential conflicts of interest. For the avoidance of doubt, it is possible to work for Chrysalis and for other training organisations but we need to assess this on an individual basis.

Lastly, you will not be able to use any Chrysalis materials other than for Chrysalis purposes.

*You should not request an interview if you disagree with anything outlined above.*

Group classes are held once a month on a Saturday or a Sunday for ten months of the year. Classes run for a full day (10 am – 5 pm) with a one hour break for lunch. You will be responsible for training a group normally between 15-20 students according to the Chrysalis Course Syllabus. You will be provided with all of the training, materials and equipment that you will need. You will also be responsible for marking student's essays/journals (modules 1 – 8), grading the students' practical ability (twice yearly) recording grades and liaising with Central Administration as required.

Applicants need not be BACP accredited, or have attended a BACP or UKCP accredited course, but should offer at least three years practical experience and be familiar with at least two models of therapy/counselling. Tutors with either a counselling or psychotherapy background may apply for our Psychotherapeutic courses.

Applicants with qualifications in Psychology and related subjects preferred.

### **About The Posts Available**

We appoint tutors/markers on a "per class" basis, i.e. to take one year's intake and teach them for the entire year. Courses generally start in October and run until September, although in some venues a May start is available.

Currently we teach in Belfast, Birmingham, Bournemouth, Bristol, Cambridge, Cardiff, Chelmsford, Dundee, Edinburgh, Exeter, Glasgow, Guildford, Hitchin, Leeds, Liverpool, London, Maidstone, Manchester, Newcastle, Northampton, Norwich, Nottingham, Oxford, Peterborough, Reading, Sheffield, Southampton, Swansea, Swindon and Worthing.

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Preference will be given to applicants who are willing to be flexible and to travel although for our own purposes we do try and allocate tutors to venues in their geographical area. Tutors needing overnight accommodation will find that this is provided by Chrysalis.

Remuneration is on a self-employed basis and you will be required to sign an agreement in advance of taking any class.

All tutors are required to be available to their students by telephone at times which you will specify to your class (i.e. have an evening or two per week which you agree to be in and take calls over a two hour period

### **Training**

The amount of training you receive will be based on your current level of experience. Generally we would expect you to attend a one/two day intensive training course, prior to commencing teaching.

### **Progression**

Tutors normally start as a Lecturer and subject to our discretion and evaluation following class feedback, can progress to Senior Lecturer and then to Principal Lecturer. Promotion does depend on good class feedback and no serious (or numerous) complaints from students about their tutor or training methods. Progression then depends both on the quality of teaching and length of teaching with Chrysalis. Tutors may normally receive promotion within two years.

Remuneration is based on an all-inclusive teaching payment per class. This is calculated to include class teaching/essay marking and travel allowance.

An example of this would be as a Lecturer travelling a total of 60 miles to a venue (AA route planner) – payment would be:- £180.00.

### **Expenses**

Where necessary, overnight accommodation will also be covered, this is booked centrally by the administration office, normally at the nearest Premier Inn to the venue.

### **If you wish to apply for the role of Chrysalis tutor:-**

Please complete the following application and send with a copy of your CV and a covering letter to:

Marie Easden  
Course Director

Chrysalis Not For Profit Ltd, 30 Angel Crescent, Bridgwater, Somerset TA6 3EW

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## CHRYSALIS APPLICATION Psychotherapeutic Counselling Tutor

Please ensure that you send a covering letter and curriculum vitae to accompany this application.

Name:

DOB:

Address:

Post Code:

Daytime Contact Number:

Mobile Contact Number:

Email:

Do you hold a current clean driving licence?

Yes/No – Please Circle

Do you have a car which you would be prepared to use for travel to and from Chrysalis venues?

Yes/No – Please Circle

### Declaration

I declare that I have read the notes accompanying this form concerning Chrysalis's Training Ethos and Boundaries and accept and understand the ethos and boundaries as detailed. I further declare that I do not have an active addiction, mental health condition or a criminal record. I understand that any training that I need to undertake is unpaid. I further understand that I may not be asked to become a Tutor/Marker, and also that, if asked, I may decline this offer.

**Signed:** .....

**Date:** .....

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