**The Norwich Centre**



**The Norwich Centre for Personal**

**Post-Graduate Diploma in Counselling**

**Supervisor Job Description**

Supervisors who work with students from the Post-Graduate Diploma in Counselling are responsible for monitoring their clinical work throughout the duration of the core training period from the onset of clinical placements until the end of the course.

Individual supervision will be complemented by two hours of group supervision on each course weekend from the beginning of clinical placements.

Students are required to have a minimum of one hour of individual supervision per fortnight and not less than one hour of individual supervision per eight client sessions (including missed sessions).

We have introduced the on-line and telephone counselling element to the course as of September 2024. Whilst the majority of supervision sessions will be face-to-face, we ask that a small proportion are completed on-line to reflect this aspect of the clinical practice trainees will be undertaking. All cases must be presented for supervision.

Students will be given the approved provider list of supervisors and will approach the supervisor of their choice, arrangements such as payment and session times will then be discussed directly between supervisor and student. Whilst there is an expectation that supervision criteria are met, The Norwich Centre do not make arrangements on behalf of students.

Both the supervisor and the trainee will be required to agree and sign an explicit contract with the course, which will outline:

* The limits of confidentiality.
* Actions to be taken if ethical concerns arise.
* Actions to be taken if concerns about a trainee’s practice should arise.

The supervisor must agree to work within the BACP Ethical Framework for the Counselling Professions and in accordance with the policies and procedures of the course placement providers.

**Person Specification**

*Essential*

* Membership of BACP or equivalent professional body.
* Familiarity with and agreement to work within the BACP Ethical Framework for the Counselling Professions.
* A recognised qualification (BACP or equivalent) in Person-Centred Counselling and Psychotherapy.
* If it is not included in the core counselling training, additional on-line and telephone counselling/supervision training.
* A minimum three years’ experience of supervised counselling practice.
* Ongoing supervised counselling practice in the person-centred tradition.

*Desirable*

* A recognised qualification in supervision.

Revised March 2024

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