

**Job Description**

Clinical Tutor, Professional Doctorate in Clinical Psychology

**JOB PURPOSE**

To contribute to the Professional Doctorate in Clinical Psychology with a particular focus on trainees’ personal and professional development and clinical placement experience. To contribute to the Professional Psychology Department and School of Psychology.

**MAIN DUTIES AND RESPONSIBILITIES**

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that a Clinical Tutor may be asked to undertake and are expressed in sufficient detail to distinguish the grade of the post. It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted when this is necessary;

* To act as tutor to a specified year group of trainees, including line management duties and generally monitoring their progress;
* To assist in the delivery of the personal and professional development component;
* To act as Individual tutor to a small number of trainees, which involves carrying out their Mid-Placement Reviews and Annual Reviews;
* In liaison with Clinical Tutor teams at UCL and Royal Holloway, to participate in procedures for placement planning, allocation and monitoring of clinical placement experience;
* To contribute to facilitating Supervisor trainings (for the TriCourse: alongside RHUL and UCL Clinical Tutor partners);
* To support trainees and/or supervisors during placement, to help support the placement success and address any potential difficulties that arise in a professional and timely manner;
* In line with experience, to contribute to thesis and service-related research supervision;
* To contribute to the teaching of clinical skills and, in line with interests and experience, to other aspects or components of the teaching programme;
* To contribute to the delivery of modules including module leadership, teaching of assigned components of the course through a variety of media (including tutorials, lectures, seminars, workshops) and occasional marking of assignments;
* To participate in Team Development activities;
* To attend programme meetings, Assessment Boards and validation events and to participate as necessary in their organisation;
* Any further duties, appropriate to the level and type of post which may from time to time be negotiated with the Programme Director and Deputy Programme Director (Clinical);
* To work in accordance with and actively promote UEL's Equality, Diversity and Inclusion policy.

**PERSON SPECIFICATION**

**EDUCATION QUALIFICATIONS AND ACHIEVEMENTS**

**Essential criteria:**

* Qualification in Clinical or Counselling Psychology, recognised by the British Psychological Society (BPS) as conferring eligibility for Chartered Status (A/C)
* Health and Care Professions Council (HCPC) registration (A/C)

**KNOWLEDGE AND EXPERIENCE**

**Essential criteria:**

* Post-qualification employment experience in the NHS (A/I)
* Knowledge of current professional issues in the NHS (A/I)
* Experience of teaching and assessing at postgraduate level (A/I)

**Desirable criteria:**

* Research experience, preferably within the NHS (I/R)
* Experience of clinical and research supervision at postgraduate level (A/I)
* Experience of working with Clinical and/or Counselling Psychology training programmes (A/I)
* Experience of supervising Clinical and/or Counselling Psychology trainees (A/I)

**SKILLS AND ABILITIES**

**Essential criteria:**

* Reporting writing skills (A/R)

**PERSONAL ATTRIBUTES AND QUALITIES**

**Essential criteria:**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (A/I)
* Good capacity for problem solving (R/I)
* Organisational skills (R/I)
* Ability to work as part of a team (R/I)
* Excellent spoken and written communication skills (R/I)
* Good interpersonal skills, including an ability to establish working relationships with large numbers of people in diverse settings (A/I)
* Flexibility to be able adapt personal style to meet demands of different situations (I)

**OTHER ESSENTIAL CRITERIA:**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)

**Criteria tested by** **Key:**A = Application form C = Certification

I = Interview P = Presentation  
R = Research papers T = Test