

Job Title: Hypnotherapy Tutor (Level 5)

Salary: SP6-9 – 18 Saturdays across an 18-month period

Responsible to: Director of Adult and Higher Education

Purpose: To develop, co-ordinate and deliver a high-quality Hypnotherapy programme

Responsibilities:

- Coordinate the development of the programme with the Director of Adult and Higher Education
- Teach the Level 3, 4 and 5 Hypnotherapy courses awarded by the Kings Trust
- Work with the Director of Adult and Higher Education and the Kings Trust to ensure accreditation requirements are met and act as the single point of contact/link tutor at subject level.
- Attend all validation/re-validation events
- Carry out the tasks detailed on the annual quality checklist and ensure the programme meets Kings Trust quality standards
- Assist in promoting the provision; to current students, alumni students and external applicants.
- Attend events on an ad hoc basis to include; open events, visits and guest speaker sessions.
- Deliver outstanding sessions to students.
- Mark student work and give feedback based on strengths/areas for improvement
- Meet the learning needs of individual students via suitable differentiation and identification of those who would benefit from additional learning support.
- Monitor and evaluate the performance of students
- Create and also oversee schemes of work, handbooks, online learning resources and other resources that support staff and learners.
- Identify opportunities to further develop the provision
- Ensure the course make a healthy contribution to the college finances and develop initiatives to maximise this.
- Collate data and evidence for the Self-Assessment Report and ensure that actions in the Development Plan are implemented
- Prioritising the safeguarding of all students and participate in training on safeguarding matters
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Any other tasks reasonably required by the Director/Principal

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Essential Requirements

- Educated to level 5 in Hypnotherapy
- Teaching/Training experience
- Teaching qualification (or desire to complete one alongside the role)
- Excellent organisational and record keeping skills
- Excellent communication skills
- Flexible, committed and able to work as part of a larger HE team
- An understanding of the ethical requirements of delivering a counselling course

Desirable Requirements

- Degree in a relate field (i.e. Counselling or Psychology)
- Practicing Hypnotherapist
- PGCE/Cert ED
- Experienced manager of education provision and teaching teams
- Experience of working in an HE setting
- Confident and very able delivering online using virtual learning environments and live video software.