

# Sotheby's INSTITUTE OF ART

**Counsellor and Student Support Coordinator - Fractional Post (0.3 FTE)  
Term-time only. Fixed-term – Sept 2018 to July 2019**

**Salary - £30,000 -34,000 (pro rata, depending on qualifications and experience)**

Founded in 1969, Sotheby's Institute of Art – London is among the world's leading postgraduate level institutions offering Master's degrees, Semester, Summer and Short Courses. We have been an affiliated institution of The University of Manchester for 21 years. We are situated in Bedford Square, built between 1775 and 1783, one of the best preserved Georgian squares in London with a private central garden. The London Institute is part of the 'larger academy' of Bedford Square, located next door to premier educational institutions such as the Architectural Association and the Paul Mellon Centre, with the University of London and the British Museum in the neighbouring square. Sotheby's auction house, the National Gallery, the National Portrait Gallery and the Royal Academy of Arts are a few minutes' walk away. The Institute attracts a diverse and dynamic range of students from all over the world in search of art historical and art world knowledge and skills.

The Institute is currently seeking to make an appointment to the following post, to commence in the academic year 2018-19.

## **Student Counsellor and Student Support Coordinator**

### **Overview**

This is a new part time role and an exciting opportunity for an experienced counsellor to help develop and enhance Sotheby's Institute of Art, London Counselling and Student Support Service. This Service was established in 2015-2016 to reflect the changing landscape of higher education and the needs of its diverse and international student groups.

The Service provides confidential and professional psychotherapeutic counselling to students participating on our intensively taught Postgraduate, Semester and Summer programmes in London. The Service works with many international students who are new to life in the UK and aims to provide counselling and wellbeing services that support students to achieve their goals and progress with their studies.

Currently the service is delivered as one-person service 4 days per week. We are seeking to enhance the service available to students and the Institute by recruiting a new counsellor and student service professional who can work both independently with students and collaboratively with Institute staff for 2 days per week (14 hours) during term time only.

Attendance will be matched around our semester dates: 10<sup>th</sup> Sept – 19<sup>th</sup> Dec 2018, and 21<sup>st</sup> Jan – 31 July 2019.

The existing Service Manager will also work 2 days of the week, with some overlap, but the post holder will be working independently for part of the week.

While this post is primarily a counselling role- the post holder would be expected to see a maximum of 5 students per day- the post holder will also contribute to enhancing the Student Support service- see tasks below- and provide broader student support advice and signposting guidance for students to external services in London.

### **Duties**

The main duties of the role are to:

- a) provide initial assessment sessions for students who are referred or self-refer for counselling and determine their suitability for in-house counselling;
- b) provide short term psychotherapeutic counselling to individual students and related wellbeing services to groups of students as appropriate;
- c) offer crisis intervention at short notice where necessary, e.g., to identify and assess for risk and act ethically and appropriately to ensure student's safety;
- d) liaise with staff and external medical/ psychiatric services as required; and to act as a source of expert knowledge in working with students who become a cause for concern;
- e) keep accurate and confidential records and counselling session case notes in line with data protection legislation, and in line with the BACP ethical framework. Also, to keep accurate statistical records for service and Institutional evaluation;
- f) attend regular clinical supervision (to be arranged by the post holder, paid for by the Institute);
- g) deliver and assist in organising student wellbeing workshops and introductory orientation talks to student groups throughout the academic year;
- h) communicate to students and staff at the institute social and wellbeing related activities organised by the service and/or to work with colleagues to support students in their 'pre-arrival orientation' by offering information and guidance using Canvas and assisting with events such as Welcome week and Open Days;
- i) contribute to staff wellbeing initiatives including offering staff appropriate advice and guidance when working with complex student presentations, and providing training sessions for colleagues;
- j) work collaboratively with the Academic Registrar and Quality Assurance team in supporting students with disabilities and in developing support plans for students;

- k) represent the Counselling & Student Support Service at meetings within the Institute;
- l) undertake appropriate professional development activities, related specifically to competence as a Counsellor and to maintain professional accreditation;
- m) support the Counselling and Student Manager in the event of a serious incident to respond to the immediate and longer term needs of students and staff;
- n) undertaking other relevant activities that may be deemed appropriate and consistent with the general level and scope of the post.

### **Person Specification**

#### *Essential*

1. A postgraduate qualification in counselling and/or psychotherapy;
2. Accreditation by BACP, UKCP, or an equivalent body;
3. Post-qualification experience of providing time-limited counselling;
4. Experience of providing pastoral support within an organisational setting preferably in Further or Higher Education;
5. Ability to judge suitability of client for counselling, based on assessment;
6. A high level of competence in crisis intervention and managing severe emotional difficulties;
7. Excellent organisational skills including the ability to prioritise and operate effectively as the sole counsellor within the institution on a given day;
8. Understanding of disability legislation and its relation to HE;
9. Good working knowledge of computer-based office systems;

#### *Desirable:*

1. Experience of working in a Higher Education setting, and an understanding of the issues faced by postgraduate students, including those from diverse cultural and social backgrounds, and international students who are studying away from home for the first time, often for short periods;
2. Experience of running workshops, training for staff and students
3. Experience of running social activity groups

#### **Other**

Whilst it is not mandatory for holidays to be taken at a certain time, the particular nature of the work makes it desirable that the counsellor not take holidays during term time.

**To apply:**

To apply please send a CV and covering letter to [vacancies@sothebysinstitute.com](mailto:vacancies@sothebysinstitute.com), explaining your suitability for the role. Review of applications will begin immediately, with a closing date of 15<sup>th</sup> August 2018. Interviews are expected to be scheduled for week commencing 20<sup>th</sup> August.