

job description - MSc Director (Psychoanalytic stream)

purpose of this position

to oversee the day to day running of the MSc with Birkbeck University in partnership with the MSc Director (Jungian stream) and *bpf* staff to ensure that this is carried out efficiently.

main responsibilities

- To liaise with the Course Director from the other stream to jointly manage all aspects of the course and to ensure that procedures are maintained.
- To liaise with the chairs of the relevant *bpf* committees and report to the CEO as required.
- To liaise with other *bpf* courses and trainings to work towards an integrated delivery for the *bpf*. To work closely with the *bpf* staff to ensure that procedures are understood, followed and undertaken in a timely fashion.
- To select, establish and co-ordinate the MSc tutors and course team responsible for each cohort of students and to ensure that they are given the training and support necessary to undertake the tasks required.
- To ensure that all teachers and tutors have a clear understanding of how the different elements of the course connect and to arrange further training if necessary.
- To develop virtual learning materials and processes.
- To set, monitor and control the budget in conjunction with Director of Finance in accordance with the *bpf*'s financial controls and procedures.
- To actively participate in and co-ordinate
 - The interview and selection process
 - The induction of new students
 - The tutorial function for the course
- To be involved in the theoretical teaching programme and to co-ordinate teaching staff.
- To co-ordinate the setting, marking and moderating procedures for the assessment of all course components and to participate in these procedures as appropriate.
- To monitor and review the course and to implement any necessary changes after discussion with the course teams and Birkbeck.

- To be actively involved in quality assessments and reviews in accordance with the requirements of Birkbeck.
- To liaise with the librarians of *bpf* and Birkbeck to:
 - Ensure that books and papers for the course are available in the library or online.
 - Arrange for students to be introduced to *bpf* and Birkbeck library facilities at the beginning of the course.
 - Notify the *bpf* librarian of any books that are required reading for the course so that these can be purchased.

liaison with Birkbeck

- To work closely with Birkbeck over the selection and admissions process.
- To arrange and participate in joint study days.
- To arrange and participate in joint planning meetings.
- To co-ordinate and participate in the setting, marking and moderating procedures for the assessment of all course components, including the dissertation.
- To be a member of the exam board chaired by Birkbeck.
- To monitor a complaints procedure.
- To monitor procedures for quality assurance and control.
- To monitor appropriate ethical guidelines for relevant course components.

teaching

- To teach, lead and facilitate further course sessions as appropriate.
- To lead work study, or dissertation seminars in year 1 and/or year 2.
- To supervise student dissertations as appropriate.

person specification

essential

- Experience of delivering courses.
- Commitment, and ability, to widening participation and recruitment.
- Good communication and presentation skills and the capacity to deal flexibly and creatively and collaboratively with colleagues, students and members of the public.
- A commitment to working collaboratively to further the development of the MSc.
- An interest in working creatively to develop new methods of delivering and assessing learning
- Experience in developing and delivering courses.
- Highly organised; able to prioritise; with good problem solving skills and strategic thinking.

- Good IT skills including the ability to deliver learning in virtual learning environments.
- Good facilitation skills.
- An ability to work effectively with students across a wide range of backgrounds.
- Experience of managing budgets.

desirable

- Registered with the BPC/*bpf*
- Qualified Psychoanalytic Psychotherapist.
- Experience of delivering academic courses.
- Good knowledge of *bpf* psychotherapy trainings including interest in the different pathways to qualification.
- Good knowledge of current developments in teaching at MSc level.
- Experience of monitoring and auditing the delivery of academic courses.
- Experience in developing and delivering education courses relevant to psychotherapy or mental health
- Experience or knowledge of developing new initiatives using innovative technologies e.g. social media marketing, modern methods of delivering academic courses.

information about role

role title:	MSc Course Director (Psychoanalytic stream)
payment for the role:	£20, 040 per annum payable against monthly invoices.
closing date:	2nd June 2017 at 18:00
interview date:	TBC

how to apply

Please send a CV together with a statement demonstrating how you meet the person specifications and the equal opportunity form to jessicaj@bpf-psychotherapy.org.uk

further information

If you wish to receive further information about the role or have any questions, please email jessicaj@bpf-psychotherapy.org.uk