***BRITISH PSYCHOTHERAPY FOUNDATION***

**Job title**: Progress Advisor

**Job purpose:** The Independent Training, delivered in collaboration with IPCAPA at the British Psychotherapy Foundation (*bpf*) and the Anna Freud Centre/UCL is seeking progress advisors to support 4-5 year 1 trainees on the Doctorate in Child and Adolescent Psychotherapy training.

This is an exciting opportunity to guide and support trainees in their development as future child psychotherapists. The successful postholders will liaise with the year tutor, clinical and research tutors, service supervisors and intensive case supervisors. There will be regular progress team meetings convened by the year tutor. Outside of this, working hours are flexible.

**Accountable to**: Year 1 Senior Tutor

**Key colleagues:** Year 1 Senior Tutor, Clinical Course Director, Programme Manager, other progress advisors, and trainees’ service supervisors, intensive case supervisors, and research supervisors.

**Responsibilities:**

* Communication with the trainees as their allocated advisor
* Support trainees to fulfil their training requirements for qualification
* Assess trainees’ progress and communicate with the Year Tutor and other staff as appropriate
* Prepare reports for and attend annual and mid-term review meetings
* Arrange and conduct an annual placement review meeting for each trainee, including an annual placement visit
* Attendance at regular progress team meetings with the Year Tutor and other progress advisors
* Other reasonable necessary tasks relating to trainee progress as arising, including occasional attendance at other Independent training meetings

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**Person Specification – Progress Advisors**

**Qualifications and Experience**

1. ACP registered child and adolescent psychotherapist

2. > 2 years’ experience working in NHS and/ or Voluntary Sector post qualification

**Knowledge, Skills & Abilities**

1. Strong interpersonal skills and ability to provide support and guidance to help nurture trainee CAPTs

2. Knowledge of and commitment to the Independent Child Psychotherapy Training

3. Ability to build and sustain relationships with training partners – service supervisors, ICS, research tutors etc.

4. Responsive to challenging and changing circumstances within and around the trainee, balancing a supportive attitude with high expectations for their professional development

5. Active interest in supporting trainees’ progress

6. Commitment to promoting equity and supporting diversity and inclusivity within clinical training

7. Good IT skills

8. Able to organise own time and activity to complete student liaison tasks to deadlines under own initiative