

CURRICULUM MANAGER

- Contract type:** Permanent (6 months probationary period)
- Hours:** An average of 4 hours per week, although the working pattern is variable.
- Salary:** £34,620 per annum pro-rata (£17.75 per hour)
- Location:** Flexible. At times the post-holder may need to work from our Bristol office on Thursdays.
- Management:** The Chair of Council will line manage the Curriculum Manager but work will be directed by the training committee.
- Role context:** The Severnside Institute for Psychotherapy (SIP), a Member Institute of the British Psychoanalytic Council (BPC), offers two clinical psychotherapy trainings, Psychoanalytic (PA) and Psychodynamic (PD).
- It teaches the British clinical tradition, which is based on the theories of Freud and the contemporary Freudians, Klein and the post-Kleinians, Winnicott and the British Independents and Jung and the post-Jungians. The curriculum is designed to instill a thorough understanding of psychoanalytic theory and its application in practice. Secondary to this lived appreciation the training fosters independent thinking in trainees, enabling them to begin to situate themselves within the psychoanalytic orientations.
- The recruitment and assessment of trainees is managed by two training sub-committees that together comprise the full Training Committee. All trainees follow an established three-year core curriculum of theory and clinical concept seminars, and have separate clinical seminars depending on the modality they are training in. The seminars are delivered in-person at our Bristol offices on Thursdays (afternoon and evening) during term-time.
- The primary role of the Curriculum Manager is working with the Training Committee to agree on the core curriculum. The Curriculum Manager is responsible for managing its implementation, overseeing the preparation of training plans for the Training Committee to agree, and ensuring the delivery of the core curriculum by approved seminar leaders. The sub-committees are responsible for the appointment of clinical seminar leaders. The Curriculum Manager is also responsible, under the direction of the training committee, for appointing all seminar leaders for the Fundamentals Courses that are pre-requisites for Clinical Training: Classical Freudian Theory, Work Discussion and Infant Observation.
- The Head of Education will be responsible for the delivery and promotion of these courses as part of the Education portfolio.

Purpose of the Post:

To facilitate the delivery and development of SIP's clinical training, ensuring consistency, quality, and coherence across it.

To ensure that the content of the core curriculum meets the requirements set by the Training Committee to ensure it continues to meet SIP and BPC standards, to appoint seminar leaders and oversee delivery.

With the guidance of the Training Committee, to ensure that the content of the three Fundamentals courses remains appropriate for entry to the Clinical Training.

To ensure training at SIP complies with BPC requirements, and adheres to GDPR, Safeguarding, and Copyright Licensing legislation.

JOB DESCRIPTION

- Working with the Training Committee, the Finance Manager, the Heads of Education and Operations and the Training Administrator and in line with SIP's psychoanalytic ethos, to:
 - o manage the delivery, logistics, resourcing and planning of SIP's clinical training programme
 - o be responsible for drafting the Clinical Training Budget and Course Fees in consultation with the Finance Manager for approval by SIP's Council
- To hold knowledge of and work within SIP's Data Protection (including GDPR), Safeguarding, and Equal Opportunities Policies, and SIP's Mission, Values and Aims statements
- To undertake such other tasks as may be commensurate with the post
- To be available to attend six meetings of the Training Committee annually.
- Within the Training Committee, and working alongside the clinical training sub-committees:
 - o to manage delivery of the core curriculum of the Psychoanalytic and Psychodynamic clinical trainings (which offer related but distinct pathways to professional qualification), ensuring they are of the highest quality, and that they meet SIP's aims and objectives and BPC accreditation criteria
 - o to maintain and update the curriculum handbook, as directed by the training committee
 - o to ensure the common theory curriculum meets the needs of both clinical trainings and that appropriate seminar leaders are appointed.
 - o to ensure that appropriate seminar leaders are recruited, and to liaise with the Finance Manager regarding budget.
- To manage the implementation of Training Committee decisions regarding the Curriculum
- Working with the Training Committee and the Training Administrator, to manage issues arising in the day-to-day delivery of the training
- Working with the Head of Education and the Training Committee, to ensure that the Fundamentals courses which are prerequisites for clinical training deliver what is required of them

PERSON SPECIFICATION**Essential:**

- Self-motivated and able to work autonomously as well as part of a team
- Well-organized with an ability to prioritize and meet deadlines
- Experience of motivating and managing people
- Good communication skills, both written and verbal
- Experience of managing budgets and resources
- Excellent administrative skills and ability to use standard office IT products
- Awareness of confidentiality and data protection issues including GDPR
- Awareness of equality and diversity
- Flexible and resilient
- Capacity to deal with sensitive personal and organizational issues, maintaining confidentiality

Desirable:

- An understanding of psychoanalytic and psychodynamic psychotherapies and the nature of analytic confidentiality
- Experience of working in a training organisation
- Experience of timetabling