

## **JOB DESCRIPTION**

**TITLE OF POST:** Distance Learning Tutor

**RESPONSIBLE TO:** Business Operations Delivery Manager, Employability

**Salary:** Hourly Paid £24.71 - £26.78 (holiday excluded)

### **Job Purpose:**

To undertake inductions, ILPs, assessments and reviews within the scope of supporting adult learners taking accredited courses outside the college environment. This will include a mixture of digital and paper-based assessment. The qualifications will include a range of Level 2 NCFE/CACHE certificates available through e-portfolio in the healthcare/education/management sectors.

### **Job Background:**

The Tutor will be responsible for on programme delivery of participants in line with the individuals Initial Learning Plan. You will need to be adaptable to the business needs and be willing to travel around London to support inductions, as required and available for marking and giving feedback at times to suit the learners.

### **Key Responsibilities:**

1. Provide comprehensive inductions to individuals to confirm the expectations and content of the course and identify any support needs.
2. Plan completion of the course in agreement with the learner
3. Support learners to complete to their target dates providing monitoring and support.
4. Provide feedback to the learner on progress following assessment timelines, through e-portfolio, by phone, or face to face.
5. Communicate effectively with learners and the Centre throughout the learning journey, providing monthly updates as required.
6. To ensure Functional Skills maths and English are embedded within the delivery.
7. Ensure all documentation is fully compliant and handed into admin on a timely basis.
8. Ensure appropriate quality assurance systems and procedures are always complied with.
9. Develop additional learning materials, if required to support individuals.
10. Manage caseload and communicate effectively with the Centre so that additional learners can be allocated in a timely fashion.
11. Ensure a professional and positive working relationship with internal and external customers and continually strive to exceed customer expectations.
12. Always adhere to the company's policies and procedures, including Equal Opportunities, Quality, Health and Safety and IT.
13. Manage own professional development and undertake necessary training as identified in appraisals /performance reviews.
14. Carry out any other such duties as may reasonably be required by the organisation.

### **Additional Responsibilities**

1. Contribute to the development of appropriate programme systems and processes.
2. Other activities as and when required by CCCT
3. Attend all mandatory standardisation and CPD events as required and update via CPD records and PRD process.

#### **Persons Specification Qualifications & Experience**

	<b>Essentials * Exemptions for existing staff</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Must be fully or part A1/V1 Qualified - must hold current and up to date A1 Assessor/V1 awards or equivalent Teaching qualification minimum level PTTLs</li> <li>• Must be able to travel to multi-site locations</li> <li>• Level 2 Functional Skills English and Maths</li> <li>• Vocational qualifications/experience relevant to each certificate being delivered</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant Practitioner experience relevant to delivering distance learning courses to adults in health care sectors</li> <li>• Experience of managing learner expectations and keeping learners motivated at a distance</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using e-portfolio systems</li> <li>• Experience working in an academic environment</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communications skills</li> <li>• Ability to build a rapport with learners quickly</li> <li>• Excellent customer service</li> <li>• The ability to effectively plan, organise and prioritise workload</li> <li>• Ability to communicate professionally and work closely with and support all stakeholders</li> <li>• Good all round IT skills, e-portfolio(Internet, Intranet, databases, MS Word, MS Excel)</li> <li>• Self-motivated</li> <li>• Experience of working autonomously and managing own workload efficiently</li> <li>• An ability to take responsibility to develop own knowledge and skills</li> <li>• Ability to negotiate and influence outcomes</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Learner-focused</li> <li>• Ownership and accountability</li> <li>• Target / results driven</li> </ul>	