

Distance learning tutor: National Extension College

Job and Person Description

Job Title	Tutor
Job Role	The Tutor is responsible for tutoring, assessing, supporting and monitoring a number of learners on one or more courses
Responsible to	Lead Tutor (subject issues) and Education and Quality Manager (other issues)

Key accountabilities:

- To support and monitor learners who are undertaking an NEC distance learning course. This involves proactive and reactive communication with learners via email, Skype/Google Hangout/Facetime and other agreed media as required.
- To contribute to the induction of new learners to ensure familiarity with NEC systems and distance learning practices.
- To assess learner work according to the agreed criteria/marketing scheme and NEC practices using NEC's technology as required.
- To monitor learner progress throughout the course, be proactive in attempting to obtain examination results and destination information and provide feedback to NEC on the learner's learning experience.
- To monitor and contribute to online forums on NEC's virtual learning environment (Moodle).
- To advise the subject Lead Tutor of any learner problems and work with the Lead Tutor as required. This may include advising the Lead Tutor in the case of a complaint or assessment malpractice including plagiarism.
- To provide information to NEC Office as required.
- To attend standardisation events (teleconferences or face to face) and contribute to NEC's quality assurance practices.
- To undertake continuing professional development in order to ensure expertise in own subject area(s) including specification developments.
- To keep up to date learner and personal records as required.

Person specification:

- Relevant degree or equivalent qualification in the subject area(s)
- Teaching qualification
- Current or recent experience of teaching on courses for which application is made
- Current knowledge of curriculum and assessment developments in the subject area(s)
- Good IT skills and willingness to use new software after appropriate training
- Excellent written oral and communication skills in an academic context
- Good interpersonal skills, including evidence of ability to give constructive feedback
- A commitment to equal opportunities
- A willingness to use current technologies, eg webinars and Skype, and new technologies as they emerge.

Desirable characteristics

- Experience of distance tutoring eg Open University
- Experience of quality assurance processes in the relevant area(s)
- Experience of working with students in other contexts
- Experience of a range of new technologies including Moodle.

Other requirements

- Access to broadband and appropriate communications technology, including Skype
- Willingness to make and take phone calls from students
- Sufficient time to be available to support learners.