



Job Description

Post Title:	Distance Learning Tutor
Responsible to:	Head of Distance Learning
Responsible for:	Providing support and assessment for distance learning students and their mentors
Location:	Home Based
Hours of Attendance:	Up to core hours of 37.5 hours per week, dependent on student numbers. The appointee will be expected to work flexibly to meet the requirements of the post.

Purpose of the Post

To be responsible for the delivery of front line support to students and their mentors while working as a teaching professional, consistently and reliably across the student caseload. To have a good understanding and deliver the requirements of both the College and the awarding body as a vital role in ensuring a seamless and professional service.

Main Responsibilities to include

1. Supporting distance and blended learning
2. Assessing and marking assignments
3. Upload materials to the VLE as required
4. Deliver mentor training and standardisation as required
5. Promote The College of Animal Welfare provision
6. Functional Skills support and portfolio assessment
7. Develop and produce suitable learning materials for DL & BL courses
8. Information, Advice & Guidance

Other responsibilities to include

- Health & Safety at Work
- Compiling up to date reports on students' progress
- Attending training and standardisation as required
- Providing appropriate and effective information, Advice and Guidance

Detailed Tasks

1.0 Supporting Distance Learning

- 1.1 To support distance learning students and their mentors
- 1.2 To maintain appropriate records including those required by awarding bodies and The College of Animal Welfare.
- 1.3 To maintain individual student records.
- 1.4 To contact students and their mentors on a regular basis and to report unusual findings
- 1.5 To prepare and present regular student evaluation reports.
- 1.6 To undertake regular course evaluations and report findings.
- 1.7 Attend programme meetings as required

2.0 Marking and Assessing of Students Work

- 2.1 Carry out assessment and the marking of candidates work as laid down in the scheme regulations.
- 2.2 Maintain student records of assessment.
- 2.3 Regularly submit assessment and marking results and student feedback to The College Of Animal Welfare student support
- 2.3 Participate in training and retraining in assessment as required by the awarding body.
- 2.4 Maintaining contact with the internal verifier.
- 2.5 Upload feedback and grades to the VLE system
- 2.6 Save all assignments and correspondence to Therefore archiving system as required

3.0 Promoting The College of Animal Welfare

- 3.1 To promote all The College of Animal Welfare courses and opportunities to employers and other groups.
- 3.2 To participate in marketing at conventions, open days, exhibitions and conferences.

4. Information, Advice & Guidance

- 4.1 Provide all learners and potential learners with accurate and up to date information and advice that enables them to make informed choices about lifelong learning and work
- 4.2 Be impartial and signpost people to the most relevant and appropriate source of information, advice or guidance

- 4.3 Actively promote high quality information, advice and guidance
- 4.4 Listen to what clients of our service say about our provision and continually improve our delivery

5. Health & Safety

- 5.1 To comply with the Health & Safety at Work Act.
- 5.2 To oversee Health and safety arrangements at the College via team meetings, minutes and staff notice boards.
- 5.3 To comply with The College of Animal Welfare and partner institutes' Health & Safety regulations.
- 5.4 To ensure that students' safety is considered at all times.
- 5.5 To take responsibility for maintaining awareness of Health & Safety at the College, via the Committee, minutes and staff notice-board.

6. General

- 6.1 Participate in appropriate meetings, open evenings and other events as required.
- 6.2 Actively promote the implementation of College policies for Equality and Diversity and Environmental Sustainability.
- 6.3 Participate actively in the College's performance review and appraisal processes and undertake appropriate continuing professional development including management training.
- 6.4 Work in a flexible, proactive manner to meet the changing requirements of further education and undertake such other duties, commensurate with the post, as may be required by senior managers.

Equal Opportunities

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities. Appointments are open to members of the community on an equal basis.

Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	<ul style="list-style-type: none"> • professional qualification.ie /Veterinary Surgeon/Veterinary Science/Veterinary Nursing • Recognised teaching qualification. • Good Educational Knowledge • Willing to undertake essential CPD • Achieve Functional Skills level 2 in English and maths within 6 months of commencing employment with the College. 	<ul style="list-style-type: none"> • Assessor and Verifier Awards. • L3 qualification in coaching. • Level 3 qualification in ICT i.e. Key Skills or Functional Skills. • L3 Customer service award. Teaching Qualification (Level 4) 	<ul style="list-style-type: none"> • Sight of qualifications documents • Application form
Experience	<ul style="list-style-type: none"> • Education • Up to date knowledge within the subject areas. • Understanding of awarding bodies inspection requirements • Understanding of quality improvement strategies • Marketing and liaison with external stakeholders 	<ul style="list-style-type: none"> • Experience in teaching role. • Understanding of assessment and requirements for the courses in the learning schools, especially where this is externally accredited. • Awareness of learning and how learners might be motivated. 	<ul style="list-style-type: none"> • Application form • References
Knowledge and Ability	<ul style="list-style-type: none"> • Provide optimum levels of encouragement, training and support in order to help others achieve their results. • Generate and provide specialist and/or administrative services which benefit the organisation & lead to a high level of both internal and external customer satisfaction. • Develop competences and expertise in both self and others. Committed to equality and diversity 	<ul style="list-style-type: none"> • Generally motivate people to give their best results, praising them when things go well and appraising them of improvements which can and should be made. • Create a network of contacts across various disciplines that provide advice on what resources are available both within or outside the organisation. 	<ul style="list-style-type: none"> • Application form • References • Interview
Attitude/Disposition	<ul style="list-style-type: none"> • Self-motivated to work with young people. • Willing to positively promote the college at every opportunity. • The determination to set challenging targets with the expectation of high standards 	<ul style="list-style-type: none"> • Self-confident and persuasive communicator. • Appropriate attitude to the use of authority and maintaining discipline through an even temperament and amiable disposition 	<ul style="list-style-type: none"> • References • Interview