

**Job Title:** Online Tutor

**Salary:** Payment made per marked piece of work

**Reports to:** Learning and Technology Development Manager

### **Job Description**

#### **Job Purpose**

To provide tutorial support, mark learners' work and manage agreed online courses according to College standards and procedures, qualifications and experience.

#### **Key Responsibilities**

- To provide online support to learners via email and forums using the College's online system and respond to learner queries within 48 hours
- To mark and return learners' work via the College's online system within 4 days of it being uploaded by the learner
- Implement agreed College policies and standards with regard to internal and external criteria.
- Where appropriate, offer guidance to develop learning and assessment materials and delivery in line with expertise.
- Co-ordinate, monitor, contribute to and review processes related to self-assessment, quality assurance and self critical team evaluation for the specified online courses.
- Advise College management on resource needs and quality issues.

#### **General Responsibilities**

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.

- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- All College employees are required to safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

## **PERSON SPECIFICATION**

Last Updated: February 2021

<b>Selection Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Relevant qualifications at degree level or equivalent</li> <li>• Candidates should possess or be willing to work towards a recognised Teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• An accredited teaching qualification for the FE environment</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Relevant industrial or specialist experience</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form/ Interview</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Able to work accurately towards targets and deadlines.</li> <li>• Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to meet and greet in welsh for the purpose of providing customer service.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively with students, staff and external customers</li> <li>• Approachable, flexible and professional manner</li> <li>• Strong Team player Able to use initiative at all times.</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to ensure safeguarding and promoting the welfare of children and vulnerable adults.</li> <li>• Suitable to work with children and vulnerable adults.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form/ Interview</li> </ul>