



Distance Learning Tutor Application Information

August 2009

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The Distance Learning Centre is looking to recruit one or more tutors to accommodate its rapid expansion over the last 12 months. Successful applicants will join a small and dedicated team of experienced, qualified professionals.

Being a Distance Learning Centre Tutor involves working from home providing online and telephone tuition for adult learners studying for Access Diplomas in Nursing, Midwifery and Health Professions, Psychology, Social Work and Teaching Biological Science. Subjects taught include English, Maths and IT Level 2, through to Level 3 Psychology, Biological Science, Sociology and Personal Development depending on the tutor's specialisms. We are looking to build up a bank of tutors with a range of specialisms within the courses delivered.

The work is flexible, depending on tutors' desired workloads, and the majority of student contact is through a regular weekly evening telephone call agreed by student and tutor, plus ongoing email support on weekdays. Work for marking is sent by the student to the tutor by post. All learning materials, assessments and tutor documents are provided by the Distance Learning Centre. Tutors are also required provide regular advice and support to students through the relevant social networking sites they use.

We hold regular team and internal verification meetings at the central office and we therefore recommend a maximum of 1 hour travel time from your home.

The Distance Learning Centre tutor must be an experienced, qualified Further Education tutor who is reliable and self-motivated with a friendly and supportive telephone manner. Successful performance relies on an ability to provide individual help and support to learners who study over varying timescales on these 'roll on, roll off' online courses.

Working as a distance learning tutor requires a good degree of IT literacy particularly with regards to use of Word Processors, Spreadsheets, Email and the Internet, including bulletin boards and social networking sites. All documents and information required by tutors is held on a Company Intranet which all employees can access. Starting at the beginning of October and rolling out over the following months, DLC is about to implement a major upgrade to its web site which will incorporate online enrolments and payments and up-to-date individualised information about student studies, progress, accounts for both students and tutors.

As the DLC is growing so rapidly, joining the team will undoubtedly provide further personal and professional development opportunities for those members of staff who wish to develop new courses or take on additional roles and responsibilities within the organisation. There may also be opportunities to be involved with our existing portfolio of trans-European projects and other business development activity.

The best way to find out more about the courses, the staff team and the students is to study the web site which contains detailed information, at www.distancelearningcentre.com

DLC Background Information

DLCentre Limited (trading as the Distance Learning Centre) is a small private limited company based in the UK and was established by a group of qualified teachers and lecturers in 1993, which makes it one of the longest established organisations of its kind. This level of experience has led to us having a strong reputation for professionalism, reliability and quality, particularly with the Higher Education Institutions into which our students progress.

Within the last 12 months, DLC has expanded rapidly with over 200 students studying at any given time and 316 enrolments in the last 12 months. Although the organisation receives no state funding, it is still able to provide high-quality courses at more competitive rates than LSC-funded colleges.

Distance Learning Centre staff are highly committed, working as a close-knit supportive team, communicating regularly even though they all work from home. This approach is central to the DLC ethos which is all about dedicated experienced educators enabling students to succeed in a friendly environment that contrasts significantly from traditional FE Colleges.

DLC offers a range of distance learning courses and specialises in Access to Higher Education for adults wishing to enter Midwifery, Nursing, Paramedicine, Physiotherapy, Psychology, Public Services, Social Work, Teaching and other Health and Social Sciences accredited by OCNW (Open College North West Region) and QAA approved.

We also offer a uniquely individual, friendly and supportive service to all our students. This gives them every opportunity to succeed and fulfil their potential, studying flexibly at their own pace. Studying with the Distance Learning Centre means students can work at home but still have a direct link to their own personal tutor through the Internet, by telephone or by post.

The Distance Learning Centre is particularly useful for people who for some reason cannot, or would rather not, attend formal classes in a traditional college. We deliver with a personal touch producing high-quality materials which only trainers with over 10 years of writing distance learning materials can achieve.

We are very proud of our record of helping many people to realise their potential who may not have normally had such an opportunity due to: family or work commitments, social or cultural circumstances, geographical location, disability or simply a lack of confidence.

The Distance Learning Centre is dedicated to operating with minimal environmental impact and recruit to provide equal opportunities irrespective of race, gender, age, sexuality or disability. We particularly welcome and value the experience of older workers.

How to Apply

Please send your CV by email (preferred) or post to: **Karen Hayday** (Director of Studies)

It is recommended that you also send a short (no more than 1000 words) covering statement explaining how you think your skills and experience make you suitable for this post and the subjects which you feel most or least suited to teach.

We are happy to receive applications from individuals who are looking to take on a full time workload but we are also just as keen to hear from those who are looking for part-time and smaller scale workloads. It would be helpful if you included information as to the sort of workload in which you are interested within your statement.

Selection Criteria

Essential

- Degree in Psychology, Health Studies, Social Science or Biology
- PGCE and English, Maths and a Science at GCSE C or above
- Highly IT literate
- Experience in Teaching Adults
- Able to work flexible hours
- Live within one hour or less travelling distance from Hebden Bridge
- Well organised and able to keep records and follow procedures
- Reliable and able to self-motivate, manage your own workload and work autonomously from home
- Excellent telephone manner and ability to overcome the communication pitfalls of email
- Committed to students' personal development and achievement
- Friendly and supportive attitude to students and staff

Desirable

- A level in either or all of English, Maths and Science.
- Able to use social networking sites
- Experience of Distance Learning tutoring and/or individualised tutor support
- Able to teach across a broad range of the levels and subjects delivered
- Experience of writing distance learning or self-study materials

As a DLC tutor you will need to be able to:

- Ring your students every week (negotiated between yourself and the students) apart from holidays
- Respond to student emails within 24 hours (except at weekends)
- Keep records of all student contact by phone or email
- Work with and update students ILPs (Individual Learning Plans)
- Mark work consistently to set learning criteria accurately within the two week turn around period and provide constructive feedback
- Participate in the Internal Verification process in proportion to the allocated student workload
- Write academic references and assist students with UCAS applications
- Use the Intranet to update details about students' progress and achievement and monitor student payment records
- Communicate effectively and regularly with other tutors, the Director of Studies, the Student Services Manager and Director of Admin and Finance in terms of student allocations to tutors, student progress, passing on students from one tutor to another and administrative matters

You need to enjoy helping students meet their goals, go the extra mile and love seeing students blossom and grow. You will be the sort of person who keeps up with what is going on in the sector and be able to give good and valid advice on your student's goals. You also need to want to be part of a team and yet independent so that if you do not know something you will ask, or even drop in for a cup of tea.

What you do not need to do is write all your own materials, assessments and other recording documents; these are all provided for you, but if you think that you can improve things please let us know as we are always willing to make things better!

We will provide comprehensive training to all successful applicants and all staff will provide ongoing advice and help within a supportive team environment.

Terms and Conditions

Salary: £20 per student per month plus expenses

Contract Type: payment monthly per student with options for additional negotiated payments for undertaking specific tasks or roles such as writing and/or proof-reading materials, administrative tasks etc.

Contract Term: not applicable

Notice Period: 2 months

Closing Date: recruitment is ongoing. However, we will be assessing the current round of applications up to the 31st August and inviting shortlisted applicants to interview during the first 2 weeks of September.

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