



Person Specification

JOB TITLE:	DISTANCE LEARNING TUTOR
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ESSENTIAL CRITERIA	How assessed
E.1. Degree in a relevant subject specialism or any other related subject	Application form
E.2. PGCE or Certificate in Education	Application form
E.3. GCSEs grade C or above in English Language, Maths and Science	Application form
E.4. Highly IT literate	Application form & Interview
E.5. Experience of teaching adults and/on HE access programmes	Application form & Interview
E.6. Experience of work within and across multi-disciplinary teams	Application form & Interview
E.7. Experience of UCAS application system and the ability to provide support on HE applications	Application form & Interview
E.8. Able to work flexible hours	Application form & Interview
E.9. Be prepared to attend regular meetings at the DLC Central Office	Application form & Interview
E.10. Well organised and able to keep records and follow policies & procedures	Application form & Interview
E.11. Reliable and able to self-motivate, manage your own workload and work autonomously from home	Application form & Interview

E.12. Excellent telephone manner and ability to overcome the communication pitfalls of email	Application form & Interview
E.13. Committed to the personal development and achievement of students	Application form & Interview
E.14. Friendly and supportive attitude to both students and staff	Application form & Interview

DESIRABLE CRITERIA	How assessed
D.1. A levels or equivalent in subjects relevant to subject specialism	Application form
D.2. Experience of teaching GCSE and/or Level 2 Key Skills/Maths/English/IT/Science	Application form & Interview
D.3. Experience of internal verification and standardisation (cross marking activities)	Application form & Interview
D.4. Industrial/work experience relevant to the post	Application form & Interview
D.5. Able to use social networking sites	Application form & Interview
D.6. Experience of Distance Learning tutoring and/or individual and personalised tutor support	Application form & Interview
D.7. Able to teach across a broad range of the levels and subjects delivered	Application form & Interview
D.8. Experience of writing distance learning or self-study materials	Application form & Interview
D.9. Live within one hour or less travelling distance from the DLC Central Office	Interview

Person specification prepared by:	Andrew Whitehead	Date:	18/07/2012	Person specification agreed by Director:	Karen Hayday	Date:	18/07/2012
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