

Distance Learning Tutor Vacancies at The Skills Network

The Skills Network is a leading private training provider, delivering high quality courses and support to learners, employers and FE Colleges.

We are currently looking to build up our bank of flexible Distance Learning Tutors to assess and mark learners' work and provide robust and developmental written feedback to learners on the **Level 2 Certificate in IT User Skills**.

The position is home-based, with a requirement to attend one standardisation meeting per year (per course you mark on) at our head office in Selby, North Yorkshire. All work is carried out via our bespoke internet-based system, EQUAL.

NB: This role is freelance and therefore classed as self-employed.

Main Duties and Responsibilities:

- Learners' assessments shall be allocated to you weekly through our online learning platform as a mixture of both paper parts and online units
- You will access learners' assessments via our online learning platform where you will be required to assess work and provide robust and developmental written feedback to the learner
- All feedback is to be submitted within an agreed time frame of seven days for submissions and three days for referrals.
- Your allocation is based on how many hours you can commit to marking for The Skills Network each week
- You will be required to liaise with learners by email/telephone to assist them with any questions that need revisiting for them to achieve a Pass and meet the learning outcomes for the qualification
- You will be required to liaise with the Tutor and Administration Teams in our office to return learner feedback via the online system and highlight any areas of concern with learners
- As part of the awarding body and audit requirements, a sample of your work will be assessed by our team of Internal Moderators – if any actions are identified by our Internal Moderators, you will be required to action and resolve these within a period of three days
- Undertake any training relevant to the efficient execution of any of the above duties, and take responsibility for your own professional development
- Adhere to all company policies and procedures.



Qualifications Required:

All applicants are expected to hold a minimum level 3 or equivalent qualification in one of the following areas:

Examples of relevant qualifications in the following subject areas:

- Level 3 IT Diploma
- IT Degree
- IT Functional Skills Level 3
- BTEC IT Users Level 3
- IT User Skills Level 3.

Examples of work experience:

- IT Manager
- IT Support Analyst
- IT Consultant
- IT Teacher
- IT Lecturer
- IT Functional Skills Tutor.

NB: It is a requirement of the role that you can evidence current and up-to-date occupational competency within this field.

