

## **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 learner's work on the **NCFE Level 2 Certificate in Understanding Stewarding at Spectator Events** (Aim reference 601/5252/7).

The position is home-based, with a requirement to attend 1 standardisation meeting per year at our head office in Selby, North Yorkshire. All of your work is carried out via our bespoke internet based system, EQUAL.

Tutor role, salary

Expected payment per learner - £96.00

NB: This role is classed as self-employed

### **Main Duties and Responsibilities:**

- You will access Learner's assessments via an online system where you will be required to assess work and provide robust written feedback to the learner.
- You will be required to liaise with learners by email/telephone to assist them with any questions that need revisiting in order for them to achieve a Pass and meeting 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.
- Your agreed caseload will be required to be returned to the office within 7 days on receipt of the assessments.
- 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 10 days.
- Undertake any training relevant to the efficient execution of any of the above duties, and to take responsibility for his/her own professional development
- To undertake necessary Health & Safety responsibilities and duties as required by this post
- To undertake any necessary Data Protection responsibilities and duties as required by the post.



### **Qualifications Required:**

In line with NCFE's Occupational Competence Guidelines, all applicants are expected to hold a minimum Level 3 or equivalent qualification in one of the following areas:

### **Examples of relevant qualifications**

- NVQ Level 3 in Spectator Control
- NVQ Level 4 for Safety Officers
- Level 3 Conflict Management Trainers Award

### **Plus additional qualifications for:**

\*Level 2 Certificate in Conflict Management

\*\*Any recognised First Aid qualification

### **Examples of work experience**

Tutors should have experience of a variety of events (both indoor and out), such as sports matches and events, festivals, concerts, carnivals, rallies, etc, where large crowds of people may gather together.

\*Conflict Management

Any Level 3 qualified Trainer holding a Level 2 qualification in Conflict Management will be able to deliver the handling conflict aspects of the qualification.

\*\*First Aid

Any qualified Trainer holding a recognised and valid First Aid qualification will be able to deliver the first aid related aspects of the qualification.

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

