



JOB DESCRIPTION

Title: Distance Learning Tutor

Responsible to: Head of Distance Learning

Responsible for: Providing support and assessment for distance learning students and their mentors

Main Responsibilities to include

1. Supporting distance and blended learning
2. Assessing and marking assignments
3. Upload materials to the VLE as required
4. Deliver mentor training and standardisation as required
5. Promote The College of Animal Welfare provision
6. Functional Skills support and portfolio assessment
7. Develop and produce suitable learning materials for DL & BL courses

Other responsibilities to include

Health & Safety at Work

Compiling up to date reports on students progress

Attending training and standardisation as required

Providing appropriate and effective information, Advice and Guidance

Detailed Tasks

1.0 Supporting Distance Learning

- 1.1 To support distance learning students and their mentors
- 1.2 To maintain appropriate records including those required by awarding bodies and The College of Animal Welfare.
- 1.3 To maintain individual student records.
- 1.4 To contact students and their mentors on a regular basis and to report unusual findings
- 1.5 To prepare and present regular student evaluation reports.
- 1.6 To undertake regular course evaluations and report findings.
- 1.7 Attend programme meetings as required

2.0 Marking and Assessing of Students Work

- 2.1 Carry out assessment and the marking of candidates work as laid down in the scheme regulations.

- 2.2 Maintain student records of assessment.
- 2.3 Regularly submit assessment and marking results and student feedback to The College Of Animal Welfare student support
- 2.3 Participate in training and retraining in assessment as required by the awarding body.
- 2.4 Maintaining contact with the internal verifier.
- 2.5 Upload feedback and grades to the VLE system
- 2.6 Save all assignments and correspondence to Therefore archiving system as required

3.0 Promoting The College of Animal Welfare

- 3.1 To promote all The College of Animal Welfare courses and opportunities to employers and other groups.
- 3.2 To participate in marketing at conventions, open days, exhibitions and conferences.

4.0 Health & Safety at Work

- 4.1 To comply with the Health and Safety at Work Act.
- 4.2 To comply with the College of Animal Welfare Health and Safety regulations.
- 4.3 To ensure that Health and Safety is considered at all times.
- 4.4 To take responsibility for maintaining awareness of Health and Safety.

5.0 Functional-Skills

- 5.1 To participate, deliver, support and assess functional or basic skills when required
- 5.2 To achieve and maintain own personal development in relation to functional or basic skills

Equal Opportunities

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities. Appointments are open to all members of the community on an equal basis.

Key Skill Requirements

- Should be a Veterinary Surgeon or a qualified Veterinary Nurse.
- Good communication and information technology skills.
- Knowledge of Programme Syllabus and Standards.
- Car driver.
- Achieve Functional Skills level 2 in English and maths within 6 months of commencing employment with the College.
- To regularly view cawpers to update yourself with policies and procedures