

## Distance Learning Tutor - Biology

Employer:	Distance Learning Centre (DLCentre Ltd.)
Address:	10 Ingledene, Hebden Bridge, West Yorkshire, HX7 6PQ.
Postcode:	HX7 6PQ
Tel:	01422 842596
Fax:	none
Email:	<a href="mailto:k.hayday@distancelearningcentre.com">k.hayday@distancelearningcentre.com</a>
Website:	<a href="http://www.distancelearningcentre.com">www.distancelearningcentre.com</a>
Salary:	Tutoring - £0.82 per student per day, 7 days per week (£25 per student per month approx.)
Location:	Working from home (within 1 hour travel from Main Office)
Contract Type:	Full time or part time depending on caseload
Contract Term:	Permanent
Start Date:	18 <sup>th</sup> September 2011
Closing Date:	2 <sup>nd</sup> September 2011
Phase:	Adult Education
Age Range:	16+
Gender:	Mixed
Funding Status:	Private Limited Company

### Job Summary

The Distance Learning Centre is looking to recruit one or more Biology tutors to accommodate its rapid expansion over the last 3 years. Successful applicants will join a 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, Law and Teaching. Subjects taught include English, Maths and IT Level 2, through to Level 3 Psychology, Biological Science, Sociology and Personal Development. From 1<sup>st</sup> September 2011 we are also providing GCSE Equivalences in English, Maths & Science.

The work is flexible, depending on tutors' desired workloads, and the majority of student contact is through a regular weekly evening telephone, 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.

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 to the Main Office.

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.

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.

As the DLC is growing so rapidly, joining the team is likely 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.

## **How to Apply**

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

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 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.

## **Employer 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 3 years, DLC has expanded rapidly with over 750 students studying at any given time and 1250 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 many 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 provides Access to Higher Education for adults wishing to enter Midwifery, Nursing, Paramedicine, Physiotherapy, Psychology, Public Services, Social Work, Law, Teaching and other Health and Social Sciences accredited by OCNW (Open College North West Region) and QAA approved.

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.