



SELECTION CRITERIA

JOB TITLE:	DISTANCE LEARNING MATHEMATICS TUTOR		
DATE:	APPLICANT:		PANEL:

ESSENTIAL	Notes	How assessed
'A' level or above in Mathematics		CV
PGCE or Cert. Ed. and English and Maths at GCSE C or above		CV
Experience of writing learning materials, distance learning or self-study materials being particularly relevant		CV, Statement or Interview
Highly IT literate		Statement or Interview
Experience of Teaching Adults		Statement or Interview
Able to work flexible hours		Interview
Be prepared to attend regular meetings at the Central Office		Interview
Well organised and able to keep records and follow procedures		CV, Statement or Interview
Reliable and able to self-motivate, manage your own workload and work autonomously from home		Statement or Interview

ESSENTIAL contd.	Notes	How assessed
Excellent telephone manner and ability to overcome the communication pitfalls of email		Interview
Committed to students' personal development and achievement		Statement or Interview
Friendly and supportive attitude to students and staff		Interview

DESIRABLE	Notes	How assessed
A levels in some or all of English, Psychology and Science		CV
Able to use social networking sites		Statement or Interview
Experience of Distance Learning tutoring and/or individualised tutor support		Statement or Interview
Able to teach across a broad range of levels and subjects delivered		Statement or Interview
Live within one hour or less travelling distance from the Central Office		Statement or Interview