



SELECTION CRITERIA

JOB TITLE:	DISTANCE LEARNING TUTOR (SOCIAL SCIENCE/PSYCHOLOGY/SOCIAL WORK), ACCESS TO HE, HEALTH, SOCIAL SCIENCES, LAW & TEACHING		
DATE:	APPLICANT:		PANEL:

ESSENTIAL	Notes	How assessed
Degree in Psychology, Social Science, Social Work or other relevant subject		CV
PGCE or Cert. Ed. and English, Maths and a Science at GCSE C or above		CV
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
Excellent telephone manner and ability to overcome the communication pitfalls of email		Interview

ESSENTIAL contd.	Notes	How assessed
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 or equivalent in subjects relevant to subject specialism		CV
Experience of teaching GCSE and/or Level 2 Key Skills/Maths/English/IT/Science		Statement or Interview
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 the levels and subjects delivered		Statement or Interview
Experience of writing distance learning or self-study materials		CV, Statement or Interview
Live within one hour or less travelling distance from the Central Office		Statement or Interview

Selection Criteria prepared by:	Andrew Whitehead	Date:	04/10/2011	JD agreed by Director:	Karen Hayday	Date:	04/10/2011
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