



Become an online or in-house tutor with CIH Learning

CIH Learning is seeking to expand its pool of tutors to reflect the increase in online and in- house learners studying Levels 2, 3, 4, 5 and 7 housing qualifications.

If you are interested in applying for a role with us please send the following information to the Learning Development Manager at LearnDev@cih.org

- An up-to-date CV
- A supporting statement demonstrating how you meet the essential criteria outlined below as a minimum. You should provide examples of responses you have taken to different situations, such as, supporting learners who are experiencing difficulties with their studies
- Testimonials from two referees, preferably with at least one referee who can comment upon your experience of working in a learning and teaching setting (These should be supplied directly by the referee to CIH)

Appointments will be reviewed every 2 years.

Successful applicants are expected to be CIH members at or after appointment.

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EXPERIENCE	
<p>Experience of working in the housing industry to a management level</p> <p>Recent teaching and assessment or training experience in a learning environment such as a private provider, Further or Higher education setting</p> <p>Assessing coursework and providing feedback</p> <p>Supporting adult learners with diverse needs</p>	<p>Working in the housing and related built environment industry</p> <p>Experience of delivering CIH Awarding Organisation qualifications</p> <p>Supporting learners in an online or distance learning environment</p> <p>Using a variety of assessment methods</p>
EDUCATION AND PROFESSIONAL DEVELOPMENT	
<p>A degree or degree level qualification in a cognate area and/or a relevant professional qualification</p> <p>A regulated or equivalent assessment</p>	<p>Working towards a regulated or equivalent assessment qualification *</p> <p>For in-house course delivery – working towards a recognised assessment and teaching</p>

<p>qualification *</p> <p>For in-house course delivery - a recognised assessment and teaching qualification*</p> <p>Evidence of continuing professional development in teaching and assessment, and the housing industry</p>	<p>qualification*</p>
<p>REQUIRED SKILLS, KNOWLEDGE AND CHARACTERISTICS</p>	
<p>Strong communication skills using a variety of mediums – written and verbal – with an attention to detail</p> <p>Being accessible and flexible in responding to learner requests</p> <p>Ability to manage own workload and set clear boundaries</p> <p>Ability to motivate and support learners</p> <p>Confidence in using IT and working with different software applications</p> <p>Knowledge of the housing industry and contemporary issues facing housing practitioners</p> <p>Being professional at all times</p> <p>For in- house course delivery - effective presentation skills</p>	<p>Experience of virtual learning platforms; Moodle is preferred</p> <p>Knowledge of the CIH Awarding Organisation’s housing curriculum and contexts in which housing organisations work</p>

* CIH Guidance for CIH Online and In-House Tutors and Internal Verifiers identifies preferred qualifications

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Approved by: Vanessa Howell. Head of Professional Standards

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