



Chartered
Institute of
Housing

Become a tutor with CIH Housing Academy

CIH Housing Academy delivers a range of housing qualifications, online and through blended learning, at Levels 2, 3, 4 and 5, and tutors play an integral role in supporting learners to achieve their qualification.

The role involves following the processes and procedures set out in the CIH Guidance to Tutoring and other Housing Academy (HA) Policies and Procedures.

This includes:

- a) Attending the annual CIH Housing Academy meeting
- b) Attending an annual 1:1 review meeting with a representative of the CIH Housing Academy (held via telephone)
- c) Taking a minimum of 10 learners in total at any one time
- d) Providing on-going support and guidance to learners
- e) Providing feedback and grading work in the format requested within 2 weeks of submission
- f) To take part in standardisation activities as required
- g) Becoming proficient in and making effective use of Moodle
- h) Responding to the recommendations of internal verifiers
- i) A commitment to keeping up to date with changes to policies, procedures and working practices communicated to tutors through the Tutor and IV Moodle area (TIV) and CIH Housing Academy newsletters
- j) Preparing additional learning materials for face to face delivery sessions where agreed
- k) Any other requirements

If you are interested in applying for a role with us please send the following information to the Learning and Development Manager at

Housing.academy@cih.org

- An up-to-date CV

- A supporting statement demonstrating how you meet the essential criteria outlined below. 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)

Successful applicants are expected to:

- be CIH members at or after appointment
- provide evidence of a basic DBS online disclosure check
- take out professional indemnity insurance

| ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
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| EXPERIENCE | |
| <p>Experience of working in the housing sector to a management level</p> <p>Recent teaching and assessment experience in a learning environment such as an independent 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 blended learning environment</p> <p>Using a variety of assessment methods</p> |
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| <p>EDUCATION AND PROFESSIONAL DEVELOPMENT</p> | |
| <p>A degree equivalent level qualification in a cognate area and/or a relevant professional qualification</p> <p>A regulated or equivalent assessment and/or teaching qualification relevant to the role*</p> <p>For blended learning delivery - a recognised assessment and teaching qualification*</p> <p>Evidence of continuing professional development in teaching and assessment, and the housing sector</p> | <p>Working towards a regulated or equivalent assessment qualification *</p> <p>For blended learning delivery - working towards a recognised assessment and teaching qualification*</p> |
| <p>REQUIRED SKILLS, KNOWLEDGE AND CHARACTERISTICS</p> | |
| <p>Strong communication skills using a variety of written and verbal approaches</p> <p>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>Experience of virtual learning platforms; such as Moodle</p> <p>Knowledge of the CIH Awarding Organisation's housing curriculum and contexts in which housing organisations work</p> |

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| <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 sector and contemporary issues facing housing practitioners</p> <p>Being professional at all times</p> <p>For blended learning delivery - effective presentation skills</p> | |
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* Qualification Requirements - Guidance for CIH Housing Academy Contractors identifies preferred qualifications. If working towards a qualification this must be completed within 12 months of starting with CIH.

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