

## Becoming a tutor with CIH Housing Academy – Role Specification

The Housing Academy provides everyone within the housing sector with the opportunity to continue their professional development through online qualifications and training. As a tutor, you will play an integral role in supporting learners to achieve their qualification and enhancing the overall learner development and experience.

CIH Housing Academy delivers a range of housing qualifications, online and through blended learning at Levels 2,3,4 and 5 and the 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:

- Attending the CIH Tutor meetings (approx. 3 per year - virtually)
- Attending an annual 1:1 review meeting with a representative of the CIH HA – (either by Teams or telephone)
- Taking a minimum of 10 learners in total at one time
- Providing on-going support and guidance to learners
- Providing qualitative feedback and grading work in the format requested within 2 weeks of submission.
- To take part in standardisation activities as required
- Becoming proficient in and making effective use of Moodle
- Responding to the recommendations of internal verifiers
- A commitment to keeping up to date with changes to policies and procedures and working practices communicated to tutors through the Tutor and IV Moodle area and the CIH HA Newsletters
- Preparing additional learning materials for face-to-face delivery sessions where agreed
- Any other requirements as reasonably requested by the Housing Academy

If you are interested in applying for a role with us, please send the following information to the Learning and Development Team at [housing.academy@cih.org](mailto:housing.academy@cih.org)

- An up-to-date CV.

Successful applicants are expected to:

- Be members of CIH.
- Provide professional certificates in relation to the role.
- Provide evidence of a current basic DBS check or agree to apply for this.
- Take out Professional Indemnity Insurance.
- Provide a supporting statement demonstrating how you meet the essential criteria outlined below.
- Provide testimonials from 2 referees preferably at least one referee who can comment upon your experience of working in a learning and teaching setting.

<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<p><b>Sector specific Experience</b></p> <p>You must demonstrate at least 1 of the following housing sector specific requirements;</p> <ul style="list-style-type: none"> <li>• A housing (housing related) qualification at the level of the qualification being delivered or above</li> <li>• Enrolment and completion of a housing (housing related) qualification at the level of the qualification being delivered or above, within an agreed time-period</li> <li>• A minimum of 2 years work experience in a housing (housing related) organisation at officer level or above, for example, homelessness charity, local authority, sheltered accommodation, housing organisation</li> <li>• Professional level membership of a housing professional body, for example, CIH or IRPM</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a housing or related environment</li> <li>• Experience of delivering CIH Awarding Organisation qualifications</li> <li>• Supporting learners in an online and/or blended learning environment</li> <li>• Using a variety of assessment methods</li> <li>• Supporting adult learners with diverse needs</li> </ul>
<p><b>Education and Professional Development</b></p> <ul style="list-style-type: none"> <li>• A regulated or equivalent assessor and/or teaching qualification relevant to the role</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• A minimum of 12 months teaching experience preferably in further or higher education</li> <li>• Completion of a teaching qualification within 1 year of commencing the role</li> <li>• Evidence of continuing professional development in teaching and assessment and in the housing sector</li> </ul>	
<p><b>Required Skills, Knowledge and Characteristics</b></p> <ul style="list-style-type: none"> <li>• Strong communication skills using a variety of approaches</li> <li>• Recent teaching and assessment experience in a learning environment such as an independent provider, further or higher education setting</li> <li>• Assessing coursework and providing feedback</li> <li>• An attention to detail</li> <li>• Being accessible and flexible in responding to learner requests</li> <li>• Ability to time manage own workload and set clear boundaries</li> <li>• Ability to motivate and support learners</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of virtual learning platforms such as Moodle</li> <li>• Knowledge of CIH Awarding Organisation’s housing curriculum and contexts in which housing organisations work</li> </ul>

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| <ul style="list-style-type: none"><li>• Confident in using IT and working with a range of software.</li><li>• Knowledge of the housing sector and contemporary issues facing housing practitioners</li><li>• For blended learning deliver a range of effective presentation skills</li></ul> |  |
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