



JOB DESCRIPTION FOR BUSINESS STUDIES & ACCOUNTING TUTOR

Title:	Business Studies & Accounting Tutor
School/Division:	Centre for Distance Flexible Learning
Band:	Band 1.8
Category:	Learner and Centre support
Reports to:	Coordinator LCS, Center Tutors, Manager
Location/Campus:	SINU, Lower Panatina Campus
Direct Reports:	None

1. SUMMARY OF DUTIES

Business Studies and Accounting tutor in a distance flexible learning environment is responsible for staying updated with the school curriculum and subject-specific content while effectively facilitating online and blended learning. Key duties include assessing student progress, providing feedback, maintaining communication, and offering support and guidance to students. The tutor is also tasked with integrating technology into lesson delivery, fostering collaboration among students, promoting professional development, ensuring cultural sensitivity, and making learning accessible. Additionally, they research and utilize appropriate learning resources to enhance lesson effectiveness.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. Key task

- 2.1.1. **Curriculum Development:** Designing and adapting course materials that cater to diverse learning styles and objectives, ensuring they align with the language proficiency levels of students.
- 2.1.2. **Facilitation of Learning:** Engaging students through various online platforms by leading discussions, providing instructional videos, and delivering interactive content to support language acquisition.
- 2.1.3. **Assessment and Feedback:** Creating assessments that evaluate students' language skills and providing timely, constructive feedback to guide their improvement and motivate them.
- 2.1.4. **Support and Guidance:** Offering personalized support to students, addressing their specific challenges, and providing resources for further learning, such as additional reading materials or language practice tools.
- 2.1.5. **Monitoring Progress:** Keeping track of student performance through analytics and assessments, adjusting teaching strategies as needed to enhance learning outcomes.
- 2.1.6. **Incorporating Technology:** Utilizing educational technologies and tools to enhance the learning experience, including online discussion boards, multimedia resources, and language learning apps.
- 2.1.7. **Encouraging Collaboration:** Fostering a sense of community among learners through group activities, peer reviews, and collaborative projects that promote language practice in a supportive environment.

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- 2.1.8. **Professional Development:** Engaging in ongoing professional development to stay updated with the latest trends in language teaching and distance education methodologies.
- 2.1.9. **Cultural Sensitivity:** Being aware of and responsive to the diverse cultural backgrounds of students, can influence language learning processes and outcomes.
- 2.1.10. **Ensuring Accessibility:** Making sure that all learning materials and activities are accessible to all students, considering various abilities and learning needs.

3. DIMENSION

3.1. Business planning, reporting and management

- 3.1.1. To undertake additional work or other duties as agreed with the Coordinator of Learner and Center Support.
- 3.1.2. To prepare video conferencing materials and scripts and submit the scripts a week before delivery.
- 3.1.3. To respond to students' emails within specific time frames or response times (currently 24 hours except weekends)
- 3.1.4. To make regular telephone or video-conferencing contact with students as planned.
- 3.1.5. To maintain records of all student contact using the correct documentation and collect evaluation information.
- 3.1.6. Attend regular team meetings and participate in cross-marking and moderation.
- 3.1.7. To read, digest and take appropriate action, meeting deadlines as required, arising from regular updates or communications from the Manager.

3.2. Quality Assurance and customer satisfaction

- 3.2.1. To report any errors or inaccuracies in course materials and assessments promptly to the relevant Head of Department.
- 3.2.2. To monitor, offer support and maintain a presence on the CDFL Facebook page Student Forum either posting responses or reporting activity concerning the unit responsible for.
- 3.2.3. To provide telephone, e-mail and video conferencing tutor support to students in another study centres.
- 3.2.4. To provide constructive feedback, complete mark sheets, mark and return all student work, including examinations, within agreed time frames (currently 2 weeks).
- 3.2.5. To monitor students' work for plagiarism, in any form or other infringements and report any incidences or suspected incidences to the Manager.

3.3. Initiative

- 3.3.1. To undertake any other duties and responsibilities, that may be determined by the DFL Management from time to time.
- 3.3.2. Must be a self-starter
- 3.3.3. Must be an achiever
- 3.3.4. Good planner

4. MEASURE OF EFFECTIVENESS

- 4.1. Be able to deliver timely assessments and results.



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- 4.2. Provide termly plan
- 4.3. Complete at least two short survey reports relating to what s/he was doing in a year.

5. QUALIFICATIONS REQUIRED

5.1. Educational Background

- 5.1.1. Degree in subject areas plus teaching or education; plus 5+ years distance learning and/or secondary school teaching.

5.2. Experience

Essential:

- 5.2.1. More than 5 years in distance learning and/or secondary school teaching in years 9, 10, 11 and 12
- 5.2.2. Writing of assessment tools in the National Education Examination System

5.3. Desirable

- 5.3.1. Be on time for work
- 5.3.2. Efficiency;
- 5.3.3. Honest and reliable;
- 5.3.4. Can work after hours and during weekends when required;
- 5.3.5. Strong PC skills and expertise in MS Office applications (Outlook, Internet Explorer, Excel, Word etc.);
- 5.3.6. Willing to learn;
- 5.3.7. High attention to detail;
- 5.3.8. Ability to prioritize, schedule and meet deadlines;
- 5.3.9. Work both independently and within a team;
- 5.3.10. Ability to work effectively in a fast-paced, dynamic team;

6. MOST FREQUENT CONTACTS

- 6.1. Students, Learner Support Coordinator, Campus Tutor, Study Center Coordinators, M & E Officer, Enrolment Officer, Data & Records Officer, Manager

TERMS AND CONDITIONS

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Tutors under the High Education Stream. The contract is renewable subject to good performance.