



Do you want to be an NEC tutor?

A genuine passion for helping learners is key and something that we feel is at the heart of NEC.

Here at NEC we love nothing more than helping students of all ages and backgrounds achieve their academic goals, but we wouldn't be able to do it without our wonderful team of incredible distance learning tutors.

"(What's good about tutoring for NEC is) Getting to work with a wide range of types of learners, often those who have struggled in school before, and so it is a great feeling to be able to help rekindle someone's love of education."

- Claire Shields, IGCSE Computer Science, A level Biology

What do NEC tutors do?

Every day is different when you are an NEC tutor, however what you can expect to be doing within your role may include:

- welcoming each student to their course with an encouraging *Welcome Message*
- marking assignments and giving robust and comprehensive feedback
- answering students' questions on the learning platform
- contributing exciting topics to course forums for interest and discussion
- supporting students' UCAS applications with predicted grades, references and reviews of personal statements
- delivering 1-1 online tutorials
- working with NEC to produce Masterclass tutorials for groups of students

"The best thing about tutoring for NEC is the colleagues and the teams in all departments. Their support is second to none, much more efficient, closer and friendlier than in all my previous physical jobs. Also, unlike in my previous jobs, management knows what's going on in all departments and listens to you."

- Delia Moreno, Spanish A level

What are the requirements to become an NEC tutor?

When looking to join the team here at NEC, we ask for the following requirements to become an NEC tutor:

- a relevant degree or equivalent qualification in the subject area(s)
- a teaching qualification
- experience of teaching or tutoring younger learners (14-18) and young adults (18-25) and an understanding of and empathy for the different challenges they may face with online learning
- significant experience of the courses for which services are to be provided
- excellent written and oral communication skills, including evidence of ability to give constructive feedback
- good ICT skills and a willingness to use different technologies, e.g. Moodle, webinar software and web-based communication tools, and new technologies as they emerge
- a commitment to Equal Opportunities and a belief in lifelong learning
- knowledge of Safeguarding and Prevent duties
- the ability to deliver 1-1 online tutorials if requested
- experience or understanding of the mental health challenges that many students disclose
- Have an enhanced DBS within 3 years or be on the update service

It's also advantageous should you have previous experience as an examiner working for awarding bodies and/or experience working within the distance learning sector.

Additional information

Working as an NEC tutor is very rewarding, but it's important to note that whilst being an NEC tutor is not a full-time role, it is important that you are able to commit regular time to marking assignments and responding to messages from your students. With your subject experience and love of learning, you will play a key role in their success story.

To our students, communication is key and their tutor should be able to commit time and effort to be able to support students with quality help and guidance.



How to apply

NEC is always happy to accept applications for tutor roles. Should you be interested in applying or want to know more, please get in touch at tutor.support@nec.ac.uk



Contact us
Tel: 0800 389 2839 (+1223400200 from outside UK)

Email: info@nec.ac.uk
Visit: www.nec.ac.uk

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