# NPQ Online Tutor Person Specification

## Overview of the Online Tutor Role from our Lead Online Tutor:

As an Online Tutor I work with a group of about 25-30 NPQ candidates over the delivery stage of their qualification (approximately 10-12 months).

The candidates are spread across the country and in some instances across the globe. I provide pastoral support and encourage engagement to ensure all the candidates can access and make use of the online resources available to them and maximise their ability to submit for and pass the final assessment.

In order to provide the appropriate support, Online Tutors will usually have previously or currently hold a senior leadership role(s) in or across schools and demonstrated their ability to lead others. Online Tutors will also have to demonstrate their understanding of how to access communities, promote and maintain effective online presence and support adult online learning.

### Overview of Online Tutor Training & Deployment:

For each prospective new Online Tutor there is an initial undertaking of a two-week long facilitated online tutor training course which is designed to prepare and develop the use of adult online learning strategies and familiarise you with the qualification requirements for candidates.

This is based on research of the effectiveness of Best Practice Network strategy for online learning and the assessment criteria of each NPQ qualification.

Following completion of the online tutor training course all newly trained online tutors will be evaluated and readiness for deployment determined.

Once deemed ready for deployment and appointed to support an online tutor group you will be given feedback and support by the Lead Online Tutor and you will also be allocated to an experienced Online Tutor who will offer ongoing support and development for the first year of your deployment.

### Overview of Tutor Workload/Responsibilities:

In detail, I will engage with candidates in three facilitated online courses (Strategy & Improvement, Teaching & Curriculum Excellence, and Managing Resources & Risks) spread across the year, each online course lasting for a four weeklong facilitated window.

Within each of the online courses, candidates will have access to approximately four group discussion forums and approximately five direct to tutor style assignments.

In each of the group discussion forums I will intervene on a small number of occasions to provide support by highlighting points raised, identifying common issues or challenging an assumption.

In responses to direct to tutor style assignment submissions I will give feedback to recognise and applaud the candidates' work as well as challenge any assumptions or explore relevant issues.

In addition to the challenge and support offered throughout the three facilitated online courses I provide ongoing pastoral support for all candidates in my tutor group for the duration of their qualification delivery stage.

### Required Experience:

* Online Tutors will have significant essential experiences in educational settings at a senior level for deployment consideration with NPQML and NPQSL groups and at Headteacher level or equivalent for deployment consideration with NPQH and NPQEL groups.
* It is also essential that Online Tutors will have had experience of providing Continuous Professional Development.
* Coaching experience is also a desirable feature of their experience.
* Experience of online learning environments and provision of adult learning in educational settings such as Canvas or Blackboard is highly desirable.

### Required Qualifications:

A good first degree level is essential and at Masters level is desirable.

### Required Time Commitment and Available Remuneration:

The amount of time devoted to supporting and facilitating the three online courses varies somewhat over the four weeklong engagement windows but an average of up to approximately eight hours per week is about the right level of time commitment. In some instances, candidates may be more active in one week than in others during the facilitated windows, tutors are encouraged to take a flexible approach to their time allocated in support of each online course to meet the needs of their candidates (within reason).

In addition to the assignments within the three intensive online courses online tutors are expected to mark & respond to contributions to other assignments more closely linked with candidates’ school improvement projects & progress towards final assessment submission. These assignments are key points of the development of the school project development and are ways of capturing effective progress over full length of the NPQ course in readiness for assessment submissions.

Fees do vary across the various NPQ levels and engagement routes. A total fee is calculated per candidate based on full completion of their NPQ & full engagement with all assignments within each facilitated online course, this fee is divided into three equal instalments which can be claimed by tutors following completion of each online course facilitated window approximately termly.

**Our available fee structure is as follows:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Total Fee(Blended Learners) | Instalment Claim(Blended Learners) | Total Fee(Distance Learners) | Instalment Claim(Distance Learners) |
| NPQML | £108 per candidate | £36 per candidate | £135 per candidate | £45 per candidate |
| NPQSL | £108 per candidate | £36 per candidate | £135 per candidate | £45 per candidate |
| NPQH | £135 per candidate | £45 per candidate | £180 per candidate | £60 per candidate |
| NPQEL | £135 per candidate | £45 per candidate | N/A | N/A |

(Accurate as of 17/12/2019, BPN reserves the right to adjust available tutoring fees each intake as appropriate).

### Ongoing Support & Development:

When deemed ready for deployment all Online Tutors will be provided with access to our Online Tutor Community which contains a wealth of support materials and guidance for online tutors. You will also be provided support from one of our four Senior Online Tutors for the full duration of your first year of deployment. During this first year of deployment your work will be monitored and supported by the Lead Online Facilitator who will provide regular feedback and opportunity for development discussions.

At the end of the first year, all Online Tutors will take part in the Continuous Quality Improvement (CQI) activities using paired review which will contribute the Best Practice Network ongoing development and a national Development Day for the NPQ facilitation & tutor team.

### Next Steps:

If you are interested in undertaking our online tutor training & believe you are suitable for deployment in support of one of our NPQ Online Tutor Groups, please complete our associate application form and indicate your interest/experience in online tutoring roles. We look to run a tutor training course at least once a year and will contact you with details of forthcoming training opportunities in due course.