



POST DESCRIPTION

Job Title:	Script Marker
Responsible to:	Distance Learning Coordinator
Responsible for:	Not applicable

1.	Job Purpose:
1.1	To facilitate effective student learning by providing support and guidance to students following open/distance learning programmes of study.

2.	Key Responsibilities:
2.1	To provide support and guidance to students following open/distance learning programmes in person, by phone or electronic means in a variety of locations.
2.2	To undertake assessment of students' work and provide rigorous feedback.
2.3	To provide guidance on progression opportunities to students nearing completion of their programme.

3.	Specific Duties:
3.1	To provide induction to new students
3.2	To action plan and track student progress during their programme
3.3	To administer multi-choice questionnaires/examinations with students
3.4	To participate in appropriate team meetings including quality evaluation
3.5	To undertake staff development relating to job role
3.6	To produce regular reports on the progress of learners for management information
3.7	Any other duties relevant to the job role

4.	Budget Responsibility:
4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Group at all times. (if no budget responsibility state “The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group’s purchasing and financial regulations .

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	Group Policies and Procedures:
9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	First Aid or willing to undertake within 12 months	E	
	Teaching qualification or willing to undertake within QTLS timescale	E	
	Be registered as a member of the Institute for Learning or complete within the QTLS timescale	E	
	Relevant vocational qualification		
Specialist Knowledge	Customer care skills	E	
	Practice skills related to Distance Learning Programmes	E	
Experience	Experience as a script marker and/or a tutor in required area	E	
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable