

## E-tutor Role Description

As an e-tutor, you will be responsible for guiding participants in their achievement of course learning outcomes and successful course completion, specifically:

- Management of a group of 50-60\* participants from start of course to completion
- Facilitation of online discussion forums
- Evaluation and approval of participant assignments
- Providing feedback and guidance on resubmission of assignments where required
- Guiding participants' successful completion of activities in order for them to be eligible for EPV days
- Maintaining an active and regular presence within the online course
- Participating in an online e-tutor support area.

The estimated time commitment for e-tutors is, on average, 3 hours per day, excluding Sundays which are off. On some days, 4 or more hours may be needed.

E-tutors are fully supported throughout their role by dedicated support staff and e-tutor colleagues.

\*New e-tutors are allocated a smaller group in their first year.

### ***Payment***

Payment is €2,200 (subject to tax at normal rates). An additional **once off** payment of €300 will be paid in your second year of e-tutoring in recognition of the preparation and engagement with training in your own time which is required as a new e-tutor .

### ***Requirements***

Applicants should:

- Be a fully qualified primary teacher, with recent classroom experience
- Have previously completed an Oide Technology in Education ***online summer course***
- Have excellent skills in using digital technologies for learning
- Have excellent written communication skills and attention to detail
- Have excellent organisational and administrative skills
- Have access to a high quality broadband connection and a laptop or desktop pc with the latest version of Chrome, Firefox or Safari installed.

- Previous experience of tutoring or e-tutoring would be advantageous.

**Important:** Summer online courses run in the first three weeks of July, with the first week being the busiest and extensive daytime commitment is required.

**\*\*\*Please do not apply if you are delivering or attending a face to face summer course, or engaged in July provision, as there is a significant time commitment and flexibility required in the first week of e-tutoring. If you are on secondment please email us prior to completing the application form.\*\*\***

## ***Key Dates***

Applicants must be available for and willing to commit to the following:

- Completion of approximately 20-25 hours of online training in May and June 2026
- E-tutoring as described above **from 1<sup>st</sup> July to 17<sup>th</sup> July inclusive in 2026**
- E-tutoring again in July 2027. (A two year commitment is required).