



St Helena  
Government

# VACANCY

## Distance Learning Coordinator (Education, Skills and Employment Portfolio)

*Would you like to make a difference in the lives of our future generations by supporting them with their learning? If so, this exciting and important role is the perfect opportunity for you! By leading, managing and implementing a comprehensive distance learning programme, you will be responsible for providing guidance and care to all students undertaking this form of studying. Excellent organisational skills are required with the ability to plan ahead and prioritise workload to meet the varying demand. You will be required to communicate effectively both verbally and written with a wide range of stakeholders including overseas organisations.*

### Applicants should have the following qualifications and/or demonstrable experience:

- Minimum GCSE English and Mathematics to Grade C/4 or equivalent
- Minimum 3 years' teaching experience
- Teaching and Learning qualification Level 4 or above

### We offer the following:

**Salary:** T2 £12,966 - T5 £18,114 per annum depending on qualifications and experience as per the Education Scheme of Service

**Leave:** 30 days per annum (to be taken during school holidays)

**Pension:** 15% pension contribution into approved defined contribution pension scheme

**Paid Sickness Absence**

**Further information** about the duties of the post and a copy of the job profile, interested persons should contact Isabel Andrews, Deputy Head Teacher on telephone number 24290 or email: [isabel.andrews@princeandrew.edu.sh](mailto:isabel.andrews@princeandrew.edu.sh)

**Job Profile** and **Application forms** are available from: Corporate Human Resources or the SHG website at: [www.sainthelena.gov.sh/vacancies](http://www.sainthelena.gov.sh/vacancies). Applications should be submitted through Directors, where applicable, to Anya Richards, Human Resources Officer, The Castle or e-mail [recruitment@sainthelena.gov.sh](mailto:recruitment@sainthelena.gov.sh) by no later than 4pm GMT on Tuesday, 13 December 2022

**To be considered for this role, you must complete our application form. Failure to do so will mean that your application will not be considered. Please do not submit your CV.**

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.

All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance.

SHG reserves the right to have information provided on the application form independently verified.

Benefits are subject to change and may only apply to certain roles.