**Evening Tutor or Small Group Tutor**

**Job Description**

**Job Title**: Evening Tutor

**Contract:** 0-hour contract

**Reporting to:** Administrative Officer

**Core Hours:** Monday - Friday 3.30-8.30pm + weekend work available

**Contract:** 0- hours

**Rate of pay:** £25 for first 1.5 hour session of the evening. £20 per session thereafter.

**Job purpose:** Throughout the year we recruit for dynamic and driven individuals with the ability to tutor in Maths, English and/or Science and sometimes for additional subjects. Our Evening Tutors are responsible for leading one-to-two tuition sessions that cater to the needs and goals of their students.

**DUTIES:**

* To plan and deliver tuition lessons on a 1:2 basis with students between the ages of 5 – 19 years old with various ages and abilities.
* To familiarise themselves with the national curriculum for the levels they teach and research new topic areas, maintaining up-to-date subject knowledge.
* To devise and write new curriculum materials.
* To mark pupil’s work, giving appropriate feedback
* To maintain records of pupils' progress and development via live lesson plans and to make sure these are updated regularly and when requested.
* To complete End of Term Reports.
* To assist students with homework, projects, test preparation, papers, research and other academic tasks.
* To select and use a range of different learning resources and equipment.
* To prepare pupils for qualifications and external examinations.
* To have an understanding of various learning styles and tips on how to improve the study skills of individual learners.
* To work with students to help them understand key concepts, especially those learned in the classroom.
* To teach skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions
* To develop and share teaching materials and save these to the resource file.
* To conduct practice tests to track progress, identify areas of improvement and help set goals for exam preparation.
* To provide students with positive and constructive feedback.
* To communicate with parents and carers over pupils' progress and write reports when requested by the parents/carers.
* To communicate with tutees teachers when requested.
* To manage pupil behaviour in the centre and liaise with parents if issues arise.
* To cover other tutees’ tuition sessions when a tutor is absent and they have a pink session available (pink sessions are bookings currently at the ratio of 1:1 where they should be 1:2).
* To abide by the procedures set out in the Healthy and Safety Policy and Confidentiality/ Data Protection Policy.
* To follow the Tutor Code of Conduct at all times.
* To have a thorough understanding of the signs and symptoms of abuse and to follow the organisation's safeguarding procedures as outlined in the Safeguarding Children and Young People Policy.
* To record and report all safeguarding concerns, behavioural incidents, important contacts and meeting summaries via email to the Safeguarding Team in a timely and efficient manner.
* To champion education for all by promoting inclusion and have high expectations for all children and young people.
* To encourage a culture of listening to young people.
* To keep the centres tidy and presentable.
* To take responsibility for signing themselves and their tutees in and out of centre at the beginning and end of the session.

Optional

* All Evening Tutors will be offered the option to meet with the Curriculum Manager either face to face or via an online meet for a Supervision Session.
* To work with tutees on a small group basis with students 1:4 or 1:5 ratio (additional work can be offered)

Person Specification

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| Criteria | Essential | Desirable |
| A commitment to promoting positive outcomes for children and young people. | X |  |
| Experience of working successfully with young people between the ages of 5- 16. |  | X |
| Willingness to teach students on a 2:1 basis who may be of differing ages and have various needs and abilities. | X |  |
| An understanding of strategies to engage students of various ages with various learning styles. |  | X |
| Proven ability to teach the specified subject. | X |  |
| Adequate GCSE/A-level in subject area | X |  |
| Understanding of the importance of following company Policy and Procedures. | X |  |
| Proven ability to communicate effectively with children, young people and adults including through written and verbal communication. | X |  |
| Personal drive to help young people improve their confidence in specific subjects | X |  |
| Ability to set homework, mark work and provide constructive feedback. | X |  |
| Understands the level of professionalism required when working with young people. | X |  |
| Dresses professionally - no jeans, trainers, hats etc. | X |  |