**Job Title**: Private Tutor

**Contract:** 0-hour contract

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

**Contract:** 0- hours

**Potential additional hours (Optional):**

Holiday Club Tutor or Behaviour Specialised Tutor (Bank)

**Reporting to:** Curriculum Manager

**Rate of Pay**: £25 for first evening session. £20 per session after the first session of the evening.

Negotiable/ Competitive for specific subjects and QTS qualified tutors.

**Job purpose:** Throughout the year we recruit for dynamic and driven individuals with the ability to tutor in Maths, English and/or Science. Our Private 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 1:1 and small group basis with students between the ages of 5 – 19 years old with various ages and abilities.
* To be familiar with the national curriculum 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 online lesson plans and to make sure these are updated regularly and when requested.
* Assisting 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 distribute teaching materials to supplement classroom lessons, including study guides.
* 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 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 Office Administrator 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.

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 work with children and young people of a specific age group. | 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 |  |