

Personal Specification for Tutors

A Tutor provides additional support to help students progress academically.

DUTIES AND RESPONSIBILITIES

Tutors have a range of duties aimed at furthering the knowledge and learning skills of their students in order to help them progress with their education or pass a specific exam. Their duties include providing one-on-one and small group teaching in a given subject, assessing progress and supporting students through exams.

A Tutor's primary duties and responsibilities include the following:

- Working under the direction of a Team Leader
- Creating lesson plans for the students
- Reviewing lesson plans in the light of student performance in assignments
- Assessing a student's level of progress within a subject and identifying areas for improvement
- Providing support for students during their examinations
- Communicating with parents/guardians
- Keeping up-to-date on the current curriculum and latest teaching trends
- Maintaining an excellent knowledge of the subject being taught

KNOWLEDGE, EXPERIENCE AND SKILLS

	Essential	Desirable
Experience and qualifications	<ul style="list-style-type: none">• Holds a teaching qualification, or at least an A Level in the subject	<ul style="list-style-type: none">• Prior teaching experience.
Attributes / personal characteristics	<ul style="list-style-type: none">• Excellent communication skills, verbal and written.• Sense of initiative and a flexible approach to working• Proactive and positive attitude• Strong interpersonal skills, ability to work effectively within and across teams	