



Community Tutor

Job Description and Person Specification

Do you have a passion for supporting children and young people in their learning and development?

We are looking for a dedicated, organised and knowledgeable Tutor to join our Community Tuition department. The main purpose of this role is to deliver tuition sessions in **at least one** specific subject area:

- Primary Maths & English
- GCSE Maths
- GCSE & A Level Maths
- GCSE English
- GCSE & A Level English
- GCSE Triple Science
- A Level Biology, Chemistry or Physics
- Other subjects are a bonus such as languages, history etc.

Hours available: 3-35 hours per week.

Optional timings available from: 4pm-8.20pm Monday to Friday and 9-4pm on weekends + optional day time hours as an Additional Needs Tutor.

Contracts available: 0-hour Contract or Self Employed

Term time only (38 weeks per year)

Rate of pay: £25 for the first 80 minute session of the evening. £20 per session thereafter.

Working under the direction of Administration Manager, we are looking to appoint someone who:

- Has knowledge of the subject curriculum
- Keeps things simple to understand
- Is organised, reliable and adaptable
- Makes tuition sessions interesting and interactive
- Helps students to believe in themselves
- Is able to support learning on a 1:2 ratio

What we offer:

- An additional source of income
- A centre or online based learning environment
- An organisation committed to supporting all children and young people
- A commitment to quality professional development for all including free training and career progression opportunities
- The opportunity to join a forward-thinking, supportive and caring team.
- Optional end of term team outings often including a free bar
- Employee discount for online Community Tuition sessions (evening and weekend)

JOB REQUIREMENTS:

- Planning and delivering tuition lessons on a 1:2 basis with students between a specified age range to improve confidence and academic outcomes.
- Having the flexibility to deliver tuition in different subjects or at levels at the same time. This will mean dividing your time between your two students and delivering individualised lesson plans.
- Familiarising themselves with the national curriculum for the levels they teach and research new topic areas, maintaining up-to-date subject knowledge.
- Marking pupil's work with the student, giving constructive feedback.
- Maintaining records of pupils' progress and development via live lesson plans including End of Term Summaries.

- Assisting students with test/exam preparation, papers, research and homework/ projects when requested.
- Conducting practice tests to track progress, identify areas of improvement and help set goals for exam preparation.
- Communicating professionally with parents or carers verbally or by email.
- Managing pupil behaviour in the centre and liaising with parents if issues arise.
- Covering 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).
- Follow company policy and procedures including the Employee Code of Conduct.

Visits to the centre are welcome.

Company background:

Swindon Tuition Centre is a small locally run business founded in 2014. The Community Tuition Service provides private tuition in Maths, English and Science among other subjects to children and young people ages 5-19 years offering academic intervention and often focussing on exam preparation for 11+, SAT's, GCSEs and A-Levels. This can be offered either face to face or via online methods.

The day business runs as an Alternative Provision, providing a mix of academic tuition in Maths and English alongside mentoring/coaching practices. The Alternative Provision has an intake of young people with social, emotional or mental health needs (SEMH), special educational needs (SEN) and young people at risk of falling into the NEET category - not in education, employment or training. It has ongoing contracts with Swindon Borough Council, Swindon's primary and secondary Pupil Referral Units (PRU's) and local mainstream schools.

Other parts of the business include Academic Intervention out-reach work in schools and Home Education Classes. We also offer the Dream Wild Holiday Club during school holidays and a Nature & Nurture Programme during term-time. As a small business we employ under 40 staff including permanent and bank staff and some staff working on temporary/ self-employed contracts. Bristol Tuition Centre and the newly founded Cirencester Tuition Centre are sister companies.

Person Specification

Criteria

Essential = E Desirable = D

- A commitment to following company protocol and procedures E
- Is organised, reliable and adaptable E
- Ability to work under minimum supervision E
- Willingness to teach students on a 2:1 basis who may be of differing ages and have various needs and abilities. E
- Adequate GCSE/A-level in subject area E
- A sound understanding of the subject(s) offered alongside revision and exam techniques E
- Ability to devise planning based on the National Curriculum E (Resource links will be given).
- A passion to work with children/young people and improve outcomes E
- An understanding of the level of professionalism required when working with young people E
- Proven ability to communicate effectively with people including through written and verbal communication E
- Ability to use basic ICT (word processing, spreadsheet, Google Drive, data input) D (Training will be given).