Pearson Tutor – Job Description

Role Summary

As a tutor, you will be responsible for planning and delivering high quality tutoring sessions to small groups of students either online or in person. You will assess students' progress and feedback regularly on progress and attainment to teachers

Responsibilities:

- Attend and complete training to the required standard
- Use an online platform to submit your availability for tutoring, review and managed booked tutoring sessions.
- Plan for and attend an introductory session with the relevant students(s) and teacher, and build strong working relationships with each of them.
- Use pre-determined resources to deliver the tutoring, as outlined in training
- Employ appropriate pedagogies suited to the student(s) and learning objectives and maintain pace, engagement and appropriate behaviour when delivering sessions.
- Provide feedback on each session and each group of sessions at the required time and in the required format.
- Adhere to all safeguarding, data privacy and security guidelines as outlined in the training.

Experience and Qualifications Required:

Essential

- You will have a degree or equivalent
- You will be a qualified teacher
- You will have a minimum of five years of teaching experience in the relevant subject and at the relevant level.

Desirable

- Experience of working with children from disadvantaged backgrounds
- Experience of working with children with Special Educational Needs
- Experience of 1:1 or small group tutoring

Skills Required:

- Strong and timely communication skills in person, via video and via email.
- You will be personable and engaging in your delivery style

- Strong organisational skills
- Ability to learn how to navigate and use IT platforms quickly and effectively.

Additional Requirements

- We hope tutors will be able to commit to 4 hours each week on average for tutoring work.
- Although the majority of sessions are expected to take place online, there will also be opportunities to deliver face to face sessions. We would ask that you travel within a radius of 10 miles for face to face sessions.
- A reliable internet connection and a desktop computer (PC or Mac).
- You will live in the United Kingdom

About Pearson

Welcome to Pearson, the world's leading learning company. We have a simple mission: to help people make progress in their lives through learning.

We value the power of inclusive culture and embed diversity and inclusion in everything we do. Pearson promotes a company culture where differences are embraced as strengths, opportunities are equal and accessible, consideration and respect are the norm. Through our talent, we believe that diversity and inclusion make us a more innovative and vibrant company. People are at the centre of our company. We are committed to a sustainable environment and workplace ecosystem where talent can learn, grow, and thrive.

Pearson Tutor – Application Guidelines and Further Information

Application Processing time:

Applications will be reviewed as and when they are received. Applicants who are approved to move to the next stage will be invited to complete an online interview and task within 14 working days of their application being received.

Those applicants who are not shortlisted for interview will be contacted within 14 working days of their application being received.

Referencing:

If you are successful after application and online interview, you will be asked to provide details of two senior referees. One of these referees should be from your current or most recent place of work.

If you have been at your current place of work for 12 months or more (or worked at your most recent workplace for 12 months or more) we will only contact the referee at this place of work. Your second referee will not be contacted.

If you have been at your current place of work for less than 12 months (or worked at your most recent workplace for less than 12 months) your second referee will also be contacted.

We will be contacting referees via email. Please ensure that you provide us with professional email address' for your referees (as opposed to personal emails such as googlemail or hotmail).

If the referee details you have provided do not meet our referencing criteria you will be contacted and asked to provide further details.

Further information:

If you are successful after application and online interview, you will be invited to training. You will be asked about your availability to attend training in the application form.

If you successfully complete training, you will be contracted as a contingent worker. This means you will be employed by an agency rather than Pearson itself. You will be paid based on the amount of tutoring work you do and will receive all the appropriate statutory payments such as National Insurance and holiday pay.

As this is an initial round of recruitment and training, we will welcome any and all feedback in order to continually improve your experience as a tutor and associate with Pearson. We will approach you to request completion of a feedback survey and would very much appreciate your time to fill it out to let us know your thoughts.