



# Graduate Tutor Job Description

## Role Summary

As a tutor, you will be responsible for planning and delivering high quality tutoring sessions to small groups of KS2 and/or KS4 students online. You will monitor students' progress and feedback regularly on attainment to parents.

## Responsibilities:

- Attend and complete training to the required standard.
- Use an online platform to sign up to deliver tutoring, and review and manage booked tutoring sessions.
- Plan for and deliver an introductory tutoring session with the relevant students and parents 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 students and maintain pace, engagement and appropriate behavior 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 in Maths, English or Science (or closely related subject that include a significant English, Maths or Science content e.g., Engineering), obtained within the last 5 years or be a second or third/final year undergraduate who is currently studying one of these subjects and on course to obtain their degree.

### Desirable

- Experience of 1:1 or small group tutoring.
- Experience of working with children.
- We would also be interested in any experience of working with children with Special Educational Needs or from disadvantaged backgrounds.

## Skills Required:

- Strong and timely communication skills.
- You will be personable and engaging in your delivery style.
- Strong organisational skills.
- The ability to learn how to navigate and use IT platforms quickly and efficiently.



### **Additional Requirements**

- We hope that tutors will be able to commit at least 5 hours each week on average for tutoring work.
- Tutors should be living in the UK and have a good understanding of the UK education system.
- You will need to be over 18 and have documentation relating to the right to work in the UK.
- A reliable internet connection, a desktop computer (PC or Mac) with inbuilt microphone and a webcam.

### **Remuneration**

Payment will be £18 per hour.

### **About Pearson**

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