



HG2utoring Freelance Tutor Job Description and Person Specification

All of our tutors are self-employed, offering freelance tuition to support the individual needs of our students. Tutors have a range of responsibilities with the ultimate aim of furthering the knowledge and understanding of their students, enhancing their learning skills and nurturing positive attitudes to learning.

Tutors can be introduced to clients to teach a wide range of subjects and specific duties and responsibilities vary depending on the client request and needs of the student. These may include:

1. Duties and Responsibilities

- a. Commitment to the safeguarding and welfare of all children and young people receiving tuition
- b. Preparing activities and resources for the students
- c. Using initial assessment to identify existing ability and continued formative assessment to monitor progress and identify next steps
- d. Planning a programme of tuition for further support and development in subject area(s)
- e. Communicating with parents/guardians on student progress within the programme of tuition
- f. Keeping up-to-date on the current curriculum and latest teaching trends
- g. Maintaining an excellent knowledge of the subject being taught
- h. Where appropriate, providing mock examinations or tests to prepare students for real exams
- i. Where appropriate and upon client request, reviewing and working through student's homework assignments and test scores

2. Skills and Attributes

- a. Strong verbal and written communication skills
- b. Excellent time-keeping and organisation: ability to plan and schedule
- c. In-depth knowledge relating to the subject area being taught
- d. Ability to motivate and engage students in their studies
- e. Patience and understanding
- f. Ability to adapt to different learning styles
- g. Ability to supervise students and be a role model
- h. Have a positive, approachable and encouraging demeanour

3. Experience, Education and Training Requirements

Essential:

- a. Qualified Teacher Status
- b. Enhanced DBS Certificate
- c. Registry with the Disclosure Update Service
- d. Safeguarding and Child Protection Training (valid within 1 year)
- e. Familiar with the latest guidance included in Part 1 of Keeping Children Safe in Education
- f. Minimum of 1 year classroom experience



- g. Knowledge of most recent National Curriculum (and if appropriate Early Years Framework)

Desirable

- a. Experience of working with students with Special Educational Needs and Disabilities
- b. Prior experience of offering 1:1 or small group support
- c. Recent classroom experience (within 3 years)