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| **JOB DESCRIPTION AND APPLICATION PACK** |
| **Job Title:** | Professional Tutor | **Subject:** |  |
| **Hourly rate:** | £50p/h for individual, £60 for paired and £70 for group. | **Reporting to:** | Directors  |
| **Contract term:** | When suitable clients are offered to you | **Hours per week:** | In discussion with directors |
| **Safer Recruitment Policy Statement** |
| THE CAMBRIDGE TUTOR COMPANY is committed to safeguarding and promoting the welfare of children and young people and expects all staff, tutors and volunteers to share this commitment. As part of our Safer Recruitment Policy (in line with our Safeguarding Policy) all applicants will be subject to a safer recruitment process which will include disclosures of criminal records (Enhanced DBS checks), reference checks, online checks, CV checks and other vetting checks that we may feel necessary. Candidates who successfully reach interview stages of the recruitment process can expect questions regarding safeguarding children and young people. |
| **Diversity and Equality Statement** |
| THE CAMBRIDGE TUTOR COMPANY is dedicated to promoting equality, diversity, and inclusion within our tutor team, while actively working to eliminate unlawful discrimination. Our goal is to reflect the diversity of society and the families we serve, ensuring that every staff member and tutor feels valued, respected, and empowered to perform at their best. |
| **All tutors who work alongside THE CAMBRIDGE TUTOR COMPANY are required to:** |
| * uphold and promote THE CAMBRIDGE TUTOR COMPANY’s ethos
* support and contribute to the achievement of all students with whom they work academically to the best of their ability
* read, understand and abide by THE CAMBRIDGE TUTOR COMPANY’s Safeguarding Policy
* comply with all THE CAMBRIDGE TUTOR COMPANY’s policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
* maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and others
* be willing to share best practice, expertise and skills with other tutors
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| **Main elements of role:** |
| * To provide 1-to-1, paired or small group tuition
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| **Job Description:** |
| **General Responsibilities**To support the academic growth of students who either need assistance due to challenges in your subject area or are highly motivated learners aiming for top grades, you will plan and deliver tailored tutoring sessions that address each student’s specific needs. This will involve using effective teaching methods, offering diverse resources to facilitate curriculum access, and providing comprehensive feedback and assessment reports to foster learning and progress.**Role specific responsibilities*** You will tutor your specialist subject/s by tutoring online and/or in clients’ homes/appropriate public spaces, to help your student achieve their full potential.
* Plan and deliver individualized, tailored tutor sessions
* Give feedback to clients about progress to your student and their family when required
* Understand that whilst the main roles, duties and responsibilities are laid out in this document, each tutee and their needs are specific to them and may require other duties to be fulfilled.
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| **Person Specification:** |
| * Have a Bachelor's Qualification
* Have completed a Teacher Training qualification (PGCE, SCITT, TeachFirst or equivalent) and have QTS or equivalent.
* Be able to competently deliver teaching and tuition in your specialist area (subject and key stage).
* Have an engaging and approachable manner with young people and their parents/carers
* Have professional verbal and written communication skills.
* Have the ability to plan, schedule and arrange your time appropriately.
* Have a strong knowledge base relating to the subject area being taught.
* Inspire and encourage students to engage with their studies.
* Demonstrate patience and empathy in all interactions with students.
* Tailor teaching methods to suit the individual learning needs of each student.
* Supervise students effectively while serving as a positive and supportive role model.
* Build strong, trusting relationships with students and their families through a positive and supportive approach.
* Exhibit resilience and the ability to overcome challenges in the teaching environment.
* Show a commitment to supporting the learning and development of children and young people.
* Be mindful of the impact your behavior has on students, both positively and negatively.
* Collaborate with fellow tutors by sharing resources, strategies, and ideas to enhance the learning experience.
* Foster an inclusive environment that values diversity, reduces barriers, and encourages participation from all students, regardless of background.
* Appropriate understanding of how to keep young people in your care safe
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| **What will occur in the recruitment process?** |
| 1. Assessment of Application – The Cambridge Tutor Company will review your application and CV and let you know if you have been successful in being called for an interview
2. Appropriate Checks will be carried out ahead of interview and before candidates are shortlisted
3. Interview – The Cambridge Tutor Company will conduct an interview with two members of staff, either online or in person
4. Reference and Vetting Checks – The Cambridge Tutor Company will ask for references, a valid Enhanced DBS and will conduct other vetting checks (Barred Listings and Prohibition from Teaching etc).
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| This job description is current at the date shown, but following consultation with you, may be changed depending on the requirements of the tuition assignment and/or by the directors at THE CAMBRIDGE TUTOR COMPANY. |
| **Last Updated:** | October 2024 |

Signed: Date:

Name: