

Position description – Tutor

Roles and responsibilities

Responsibilities of every team member:

(a) Ensure the safety of students at all times, in accordance with the business' legal and ethical requirements. Seek clarification on these requirements directly from the CEO any time there is uncertainty. Maintain an up to date working with children's check.

(b) Provide recommendations for the continuous improvement of any aspects of the business, big or small, directly to the CEO.

(c) Meet with the CEO or COO once per term (by phone call, zoom meeting, or in person) to discuss performance and set goals for next term.

Role specific responsibilities:

(d) Tutor students in subjects of specialisation, either online or at a location agreed on by yourself and the student.

(e) Submit accurate and complete timesheets to the CEO weekly.

Key performance indicators

(a) Student satisfaction, as measured qualitatively by feedback given by students through the feedback portal on the A-Grade tutoring website, and either quantitatively or qualitatively by surveys to be administered by the management team.

(b) Student retention, as measured quantitatively by the percentage of students assigned to you that are continuing tutoring at the time of a performance review. Management understands that students discontinue tutoring for various reasons, and that tutor performance is only one factor.

(c) Consistency of suggestions made for business development, and evidence that these suggestions and their likely impacts have been thought through, which demonstrates proactive thinking and leadership potential. This will factor into promotion decisions if and when there are enough tutors to justify the creation of middle management roles.

(d) Achievement of self-determined goals discussed at prior performance reviews.

Remuneration:

\$40 pre-tax income per hour worked, inclusive of superannuation payments.

The opportunity for advancement with higher pay, and potentially equity, if and when there are enough tutors to justify the creation of middle management roles.