

English Tutor Job Description/Specification

Tutor responsibilities include:

- Assisting students with test preparation, understanding of papers, research, and other academic tasks.
- Working with students to help them understand key concepts, especially those learned in the classroom.

Job brief

We are looking for a Tutor to join our English department to support students in reviewing class assignments, preparing for examinations, and understanding feedback from assessments both inside and outside the classroom.

A Tutor is responsible for helping students to learn and understand new concepts and complete assignments/exam practice. Tutors prepare sessions by studying lesson plans, reviewing textbooks in detail to understand the topic they will be teaching, and providing additional materials if needed during a session.

Ultimately, you will work directly with students to assist them in gaining a better understanding of concepts taught in the classroom. You will also communicate with teachers. You will report directly to the Director/Deputy Director of English to track progress.

Responsibilities

- Contribute to student learning, growth, and advancement.
- Demonstrate academic competence in the subject area(s) and curriculum.
- Maintain a growth mindset toward student learning and teaching practice.
- Facilitate problem-solving with a curious mind and critical thinking skills.
- Collaborate effectively with teachers and the English department to increase student performance.

Requirements and skills

- Proven work experience as a Tutor or similar role.
- Patient, flexible, positive, consistent, dependable, and cooperative with a sense of humour.
- Ability to take supervision and correction constructively.
- Ability to positively supervise students.
- English degree/Teaching qualification (preferable).