



"Changing the World, One Mind at a Time"

JOB SPECIFICATION

JOB DESCRIPTION

Personal Tutor

JOB PURPOSE

To plan, prepare and teach courses for students enrolled in *Personal Tutoring Institute* education programmes. To carry out administrative tasks required in each programme area. To provide personalised instruction and dynamic course execution based on the personal needs of the students within each programme. To facilitate prompt personal feedback, support and educational advice to each student within each programme.

JOB DETAILS

Job reference number:	BGFTUTOR001
Closing Date:	N/A: Rolling recruitment
Department:	Student Services

Compensation:	Negotiable
Contract period:	Negotiable
Hours of work:	Part time 2-20 hours per week, based on applicant availability
CRB	<i>Personal Tutoring Institute</i> has a commitment to safeguarding and promoting the welfare of all students, staff members and its interests. All posts are subject to Enhanced Disclosure Clearance through the Criminal Records Bureau of all countries that the applicant is associated with. Candidate suitability to work with children may be further explored at interview. Motivation to work with young people and attitude towards the responsible use of authority in a position of trust may also be evaluated during the selection process
Reporting to:	Staff Supervisor, Manager, Director, or other staff member duly appointed by a staff supervisor, manager or director.
Employment type:	INDEPENDENT CONTRACTOR

MAIN DUTIES + RESPONSIBILITIES

As a Personal Tutor you are required to carry out the following duties in accordance with *Personal Tutoring Institute's* current policies and practices and the policies of any host organisations and governing bodies:

1. Plan, deliver and report on your course (using the methods and procedures required by *Personal Tutoring Institute* policies) appropriate to the individuals in each tutorial group. This must be done according to the syllabus/'scheme of work' for each course. A lesson plan must be created for each tutorial, and submitted to *Personal Tutoring Institute* via the current submission method. Lesson plans are normally made available to students and parents via our website.
2. Submit via supplied web form the topics covered in each tutorial, the planned upcoming topics, and prescribed homework. This information is normally made available to students and parents via our website.

3. Prepare/adapt teaching materials appropriate to the courses being conducted. (N.B Preparation time is implicit in calculations of tutor remuneration)
4. Identify/assess the needs of learners. Adapt course pace, content and delivery style to meet the personal needs of learners. Appropriately manage individual learner needs according to company policies.
5. Comply with *Personal Tutoring Institute* policy on Equality and Diversity to ensure that all learners are treated with respect and dignity in an atmosphere where diversity is valued. Deal with any harassment or discrimination issues according to company policy.
6. Discuss and remind learners of Learning Objectives and testing requirements as the course proceeds
7. Be available for professional development opportunities offered
8. Be aware of current Health and Safety policies, and Disaster Response procedures
9. Evaluate the effectiveness of current policies and procedures. Report feedback and suggestions via provided feedback channels.
10. Attend relevant induction and training meetings as required by *Personal Tutoring Institute*.
11. Where appropriate, attend moderation meetings
12. Maintain active electronic communication with supervisors, managers, directors and students. 'Electronic Communication' includes to 'email,' 'mobile messaging service,' and 'telecommunications.'
13. Represent *Personal Tutoring Institute* throughout the course according to company policies.
14. Any other duty which, from time to time, may reasonably be required to meet the needs of the *Personal Tutoring Institute*, its founders and is within the remit of this post.

PERSONAL SPECIFICATION

GENERAL

Skills:

- Good communication skills
- Leadership skills
- Able to work both independently and collaboratively
- Able to motivate learners
- Able to encourage participation
- Able to use humor constructively to achieve objectives
- Able plan, design and deliver effective education/training
- Able to promote Equal Opportunities in practice
- Able to manage administrative tasks effectively
- Basic project management skills

TECHNICAL

Software and hardware proficiency:

- Google Search for research and general web searches
- Gmail
- Google Drive (Google Docs)
- Google Calendar
- Facebook.com Pages
- Microsoft Powerpoint
- Microsoft Word
- Microsoft Excel
- Ability to type above 30 wpm
- Basic Internet Literacy: web browsing, file download/upload via website interface, email, etc.
- Basic Computer Literacy: Hardware, Software
- Hardware access requirement: Own a modern PC or MAC computer with the latest versions of *Firefox*, *Adobe Flash*, Microphone, Headphones/earplugs
- Internet Connectivity: Have a reliable broadband home internet connection
- For Live Online Tutors: Have a quiet room without interruptions for execution of Live online Tutorials
- For Live Online Tutors: Have a high resolution webcam and high-quality microphone headset (not provided by *Personal Tutoring Institute*)

EDUCATION, QUALIFICATIONS, TRAINING

Compulsory minimum qualifications:

- Qualified Teacher Status (QTS): Applicant must have the minimum qualifications to qualify as a registered *Teacher* or *Assistant Teacher* in their country of residence. Applicants that have not yet applied for a “Teacher Registration Number” but have the qualifications required by their local Ministry of Education meet this requirement (NB: The name of this qualification differs by country and jurisdiction).
- Completed at least one(1) semester of tertiary-level education at an accredited tertiary education institution. Please note that higher level qualifications are required for Personal Tutors assigned to courses above the primary level
- Minimum undergraduate GPA > 3.0
- Minimum high school GPA > 3.0

EXPERIENCE

Experience is evaluated on a case by case basis. The following improve chances of selection:

- Formal teaching experience
- Tutoring experience
- Volunteer experience (in any field)
- College or church club officer experience
- College prefect duties experience
- Peer mentoring experience

PERSONAL QUALITIES

Personal qualities are evaluated on a case by case basis. The following improve chances of selection:

- Genuine care for others
- Empathy
- Diligence
- Punctuality
- Confidence
- Enthusiasm
- Ability to strive for high standards
- Ability to be flexible and show initiative
- Ability to work professionally
- Ability to work to assigned deadlines