



SMART STUDY TUITION MATHS & ENGLISH ONLINE TUTOR

Personal Specification

CRITERIA	REQUIRED SKILLS & ABILITIES	HOW TESTED
EXPERIENCE	Recent experience working with children Recent experience tutoring or working in educational sector.	Experience Reference
QUALIFICATION/ KNOWLEDGE	<ul style="list-style-type: none"> • Demonstrable levels of numeracy and literacy equivalent to GCSE Grades A*-A or 9-7 • A-levels/College/Degree: Maths, English or Sciences • At least 1 year of experience in relevant field 	Application Reference
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Planning and organising lessons • Time management so that relevant areas have been covered within the limited time (usually 1hr or 2hrs) • Ability to correct pupil's homework and progress tests before giving relevant written and oral feedback on areas of improvement • Ability to manage larger groups of up to 8 pupils • Demonstrable ability to be adaptable to different pupils needs and solve problems before during and after lessons. • Show a willingness to learn, acquire and teach new knowledge and skills independently • Good communication skills, both written and oral 	Application Interview References Observed Lesson
COMMITMENT	<ul style="list-style-type: none"> • To maintain a personal commitment to professional development, linked to the competencies necessary to deliver the requirements of this post • Flexible timewise and teaching style wise • To deliver and maintain consistently high-quality lessons and pupil support throughout 	Interview References
PERSONAL	<p>Ability to work independently to tutor lessons and as part of a team to analyse and improve methods of teaching with other tutors.</p> <p>Sensitivity to the needs of each pupil and ability to adjust lesson structure to fit their needs</p> <p>Ability to assess pupils on knowledge and create and present feedback notes and steps of action to support pupils to parents and to senior staff</p> <p>Willingness to share expertise, skills and knowledge and ability to team to continuously develop tutoring style</p>	Interview References