



## SMART STUDY TUITION

### MATHS/ ENGLISH/SCIENCES ONLINE TUTOR

## Job Description

<b>Skills &amp; Job Role</b>	
<b>Communication Skills:</b> written and oral	
Communication skills: with pupils between the ages of 8-17	
Build a professional, trusting relationship with pupils and team as a leader, role model and educator	
Good ability to explain difficult concepts by breaking them down into steps	
Punctuality, Time-management, delegation of each lesson and also of topics over school year	
<b>Producing worksheets:</b> Classwork (including presentation of new topic when necessary) Homework (revising classwork) Progress test (covering topics completed in the past) Exam papers (covering all topics covered)	
-making sure they are accurate, cohesive, comprehensive and contain mark scheme	
Set homework, inform pupils and cohesively write-up weekly; mark, correct and provide oral and written feedback to pupils, parents and progress lead	
Record Keeping of each lesson content, homework, pupils present, times, and records of planned lessons in the future	
Collaborate with progress lead on lesson plan and pupil progression (if students are on track or not)	
Good understanding of MS Word, PowerPoint, Excel, ZOOM	
Marking and correcting homework including creative writing texts written by pupils	
Set regular progress test: mark, correct and provide feedback	
Content: Basic understanding of your subject of interest i.e. 11+ and KS2, Secondary: Maths, English, Sciences etc.	
<b>Oral &amp; Written Feedback:</b> assessing, identifying, analysing strengths and weaknesses of each pupil in groups and 1-to-1 and creating written and oral presentations to parents and senior staff on them as well as steps and methods of how you will support parents and pupils on how to overcome them	
Good ability to identify, correct, discuss, explain a variety of different types of topics to students of various abilities including: Maths Primary: arithmetic and word problems English Primary: SPAG, Comprehension (including classic literature), a variety of writing styles and formats	

Exam style questions Equivalent areas for secondary tutors	
During Lessons: Manage time: going over past HW, new content and discussing new HW -record topics covered and each students' strength/weaknesses -Ensuring all pupils receive the right amount of support -holistic approach on tutoring ensuring that students work towards their goal	