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**Pearson Tutor - Job Description**

**About Pearson**

**Our business**

At Pearson, we believe in learning – all kinds of learning for all kinds of people. Whether it’s at home, in the classroom or in the workplace, learning is the key to improving our chances in life. That is why Pearson brings together leading names in education to provide content, curricula, assessment, training, and information systems to make learning more engaging and effective.

We ensure the best people help us deliver our mission and objectives across a variety of disciplines. People who share our values, improve results and drive initiatives, embracing innovation and technology to provide the best learning experience for students all over the world.

At Pearson, we aim to reflect the world we live in at every level of our business. Pearson is committed to promoting the welfare of children and young people and expects anyone working for or on behalf of Pearson

**Job summary**

You will be a dynamic and effective Tutor who is able to engage, support and motivate pupils in online tuition sessions. We are looking for experienced educators with a proven teaching/tutoring track record and passion for their subject.

As a tutor, you will be responsible for planning and delivering high quality tutoring sessions to small groups of students online based on content coverage advised by the students’ school. You will assess students’ progress and feedback regularly on progress and attainment to teachers.

All tutors will be paid based on the amount of tutoring work you do.

**Main duties and responsibilities:**

* Use an online platform to apply for, deliver tutoring and provide feedback.
* Plan for, using templates and guidance provided, and attend an introductory session with the relevant students(s) and teacher, and build strong working relationships with each of them.
* Make use of resources provided, adapting where appropriate to deliver the tutoring, as outlined in training.
* Employ appropriate pedagogies suited to the student(s) and learning objectives and maintain pace, engagement and appropriate behaviour when delivering sessions.
* Provide feedback on each session and each group of sessions at the required time and in the required format.
* Encourage good practice by promoting and championing safeguarding, data privacy, security guidelines and Pearson Policies and Procedures.
* Provide timely responses to requests for operational related information from Pearson and keep yourself updated on communications you receive from both Pearson.
* Complete online training to the required standard, attend a Getting Ready to Tutor live event and access opportunities provide to support your continued professional development while actively tutoring.
* Promote children’s wellbeing. Recognise and respond appropriately to any concerns and help keep children safe.

**Person specification**

**Experience, Knowledge & Understanding**

Essential

* Degree or equivalent
* Qualified teacher (QTS Status)
* Minimum of two years of teaching experience in the relevant subject and at the relevant level.

Desirable

* Experience of delivering teaching and/or tutoring online
* Experience of working with children from a range of backgrounds
* Experience of working with children with Special Educational Needs
* Experience of 1:1 or small group tutoring

**Skills and abilities**

Essential

* Excellent written and verbal communication skills both face to face and online
* Personable and engaging delivery style
* Strong organisational and administrative skills, supported by proficiency with ICT
* The ability to build and maintain relationships

**Personal qualities**

Desirable

* Flexible, motivated, and committed to high standard of working, with a willingness to learn
* Good attendance and punctuality
* Adaptability to changing circumstances and new ideas
* Resilient and determined to achieve goals
* Committed to the ethos of Pearson
* A commitment to equal opportunities, awareness of diversity issues and a positive and non-discriminatory approach
* A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities
* A commitment to working in a flexible and collaborative manner with all members of the tutoring community
* Willingness to participate in further training and development opportunities

**Additional Requirements**

* Tutors are required to commit to a minimum of 6 x 1 hour tutoring sessions per week during peak times Monday to Friday, 0800-1000 and/or 1400-1800) hours a week to deliver tutoring, including during any periods where you are taking on other work for Pearson or alternative employers.
* All post holders are subject to satisfactory disclosures and clearances prior to employment, which include renewal check or enhanced DBS checks in line with the Rehabilitation Act (ROA) 1974, Online Screening and references.
* All applicants must be willing to enrol to the DBS renewal service if looking to deliver training on our behalf beyond 12 months.
* A reliable internet connection and a desktop computer (PC or Mac). Tutoring cannot be delivered effectively via a tablet or phone.
* You will not at any point have sight of any live papers relating to the qualification (from any Awarding Body) for which you are delivering tutoring.