**Pearson Tutor - Job Description**

**Role 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 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. You will assess students’ progress and feedback regularly on progress and attainment to teachers.

All tutors are employed as contingent workers via CXC Global. You will be paid based on the amount of tutoring work you do and will receive all the appropriate statutory payments such as National Insurance and holiday pay.

***Responsibilities:***

* Complete online training to the required standard and attend a Getting Ready to Tutor live event.
* Use an online platform to apply for and deliver tutoring.
* 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.
* Adhere to all 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 and your Lead Tutor.

**Experience and Qualifications Required:**

***Essential***

* You will have a degree or equivalent
* You will be a qualified teacher (QTS Status)
* You will have a 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 disadvantaged backgrounds
* Experience of working with children with Special Educational Needs
* Experience of 1:1 or small group tutoring

**Skills Required:**

* Strong and timely communication skills in person, via video and via email.
* You will be personable and engaging in your delivery style
* Strong organisational skills
* Ability to learn how to navigate and use IT platforms quickly and effectively.

**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.
* 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.

**About Pearson**

Welcome to Pearson, the world's leading learning company. We have a simple mission: to help people make progress in their lives through learning.

We value the power of inclusive culture and embed diversity and inclusion in everything we do. Pearson promotes a company culture where differences are embraced as strengths, opportunities are equal and accessible, consideration and respect are the norm. Through our talent, we believe that diversity and inclusion make us a more innovative and vibrant company. People are at the centre of our company. We are committed to a sustainable environment and workplace ecosystem where talent can learn, grow, and thrive.