

Job description

Job title: Tutor

Department: Exams

Location: Cambridge + regional travel

Days worked: Monday – Friday + compulsory evening and weekend work (approx. 30 – 40 days p.a.)

Reporting relationships: Head of Centre, Paul Ross

Objective

To deliver the highest quality, exam focussed tuition and customer support.

Principle job elements and responsibilities:

- Delivery of exam tuition across a range qualifications
- Timely preparation of classroom delivery
- Student support and queries
- Reporting/administration re. courses
- Exam invigilation
- Marking and feedback of student scripts
- Feedback on and input into course material and design
- Knowledge sharing and team working/collaboration with colleagues
- Maintaining and developing client relationships
- Effectively undertaking any other duties as required

Skills, knowledge, qualifications required for the job

Qualifications/knowledge

- Professional qualification (as appropriate)
- Computer literate
- Previous training experience useful but not essential

Skills

- Effective communication – verbal and written, energy and impact
- Customer focus – both internal through teamwork and reporting, and external through relationship building, feedback and support
- Planning and organisation – to achieve quality output in a timely fashion
- Achieve results – classroom delivery, pass rates, meeting/exceeding clients needs
- Teamwork/co-operation – collaborate, being flexible and adaptable to business needs
- Administration and reporting requirements – meet/exceeding deadlines
- Continuous learning - to promote to students and undertake personally
- Quality mindset – in all aspects of work, attention to detail and delivery