

Chandran Foundation Tutor Job Description

Purpose of the Job:	Helping students develop personal and academic skills needed to become independent learners.
Tutors are required to report to the Executive Director whilst working with the Operations Manager.	

Main Duties and Responsibilities:	
1.	To conduct tutoring in our after school clubs in person or online as appropriate.
2.	To be punctual and act in a professional manner at all times when maintaining contact with school representatives and students or their parents.
3.	To help students develop better study skills and improve their self-confidence.
4.	To prepare appropriate lesson plans and learning materials for each session, to make them available for as part of the documentation files.
5.	To monitor, mark and assess student's work and progress and maintain such records as appropriate.
6.	To complete and save all necessary formats, lesson plans, tutor session notes etc as required in a timely manner.
7.	To attend tutor training and orientation sessions.
8.	To be aware and understand the relevant policies and procedures of Chandran Foundation, which are included in the Organisation's Tutor Manual and carry out the duties required.
9.	To promote and safeguard the welfare of all pupils during the tutoring sessions, raising any concerns in accordance with Chandran Foundation's Safeguarding procedures. Manage behaviour effectively to ensure a good and safe learning environment.
10.	To work and communicate effectively with all staff at Chandran Foundation.
11.	To perform other necessary duties related to the tutoring function as assigned by Chandran Foundation.