

**Title of Role - Sessional Language Tutor (Freelance)**

**Remuneration:** Between £15 - £25 per hour including expenses

\*Hourly rate varies depending on exact requirements of each customer

**Duties and Responsibilities:**

1. To be willing and flexible to travel to various locations for lessons at various times including evenings and possibly Saturdays and/or Sundays
2. To be willing and flexible to conduct some lessons via Skype
3. To schedule all sessions, including initial meetings via our cloud-based tutor management system
4. To log sessions on system within 24 hours of taking place, and to keep appropriate records of what was studied via the system
5. To obtain signatures of students following each session via a timesheet
6. To have the facility to scan or photograph signed timesheets
7. To submit signed timesheets along with a totals sheet by email to payments team at the end of each month

8. To design a course and scheme of work with appropriate learning outcomes and to continually tailor those outcomes to the needs of the student(s) through dialogue as appropriate
9. To plan each session in an appropriate manner to be as student focused as possible
10. To source appropriate learning material for the course (handouts, exercises, homework etc.)
11. To feed back via online system as appropriate regarding progress of student(s)
12. To feed back to stakeholders (parents, managers etc.) on progress of lessons if required
13. To undertake any extra admin associated with providing the language course

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>University Graduate</li> </ul>	<ul style="list-style-type: none"> <li>Relevant teaching qualification for chosen language (CELTA, DELE etc.)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience teaching/tutoring chosen language particularly in a 1 to 1 setting</li> </ul>	<ul style="list-style-type: none"> <li>At least 2 years experience tutoring</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Native-speaker or near native-speaker of language</li> <li>Familiarity with self-employed working</li> <li>Willingness to work on a sessional basis with variable hours</li> <li>Already based in local area</li> <li>Have own transport</li> <li>Own Skype account</li> </ul>	<ul style="list-style-type: none"> <li>Excellent attention to detail</li> <li>Have own materials or can adapt materials sourced from elsewhere</li> </ul>
<b>Personality</b>	<ul style="list-style-type: none"> <li>Balanced personality</li> <li>Excellent listening skills</li> <li>Student-centred teaching methods</li> <li>Well-organised</li> <li>IT literate</li> <li>Genuine interest in languages and teaching chosen language</li> <li>Lifestyle lends itself to sessional work and irregular hours</li> <li>Good rapport builder</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of taking charge of own learning/proactive</li> <li>Ability to empathise with students' needs</li> <li>Calm and patient</li> </ul>