

<b>JOB APPLICATION PACK</b>			
<b>Job Title:</b>	Professional Tutor	<b>Subject:</b>	
<b>Hourly rate:</b>	selected by tutor	<b>Reporting to:</b>	Client Management Team
<b>Contract term:</b>	When suitable assignments are offered to you	<b>Hours per week:</b>	We ask our tutors to be available for a minimum of two hours per week
<b>Safer Recruitment Statement</b>			
<p>Capital Tuition Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff, tutors and volunteers to share this commitment. As part of our Safer Recruitment Policy (in line with our Safeguarding Policy) all applicants will be subject to a safer recruitment process which will include disclosures of criminal records (Enhanced DBS checks), reference checks, online checks, CV checks and other vetting checks that we deem necessary. Candidates who are successful to reach interview stages of the recruitment process can expect questions regarding safeguarding children and young people.</p> <ul style="list-style-type: none"> <li>Tutoring is a regulated activity and if you are successful at interview, you will be required to hold an enhanced DBS that is on the update service or less than 1 year old in order to complete onboarding.</li> </ul>			
<b>Diversity and Equality Statement</b>			
<p>Capital Tuition Group is committed to encouraging equality, diversity and inclusion among our staff and Tutor Team, and eliminating unlawful discrimination. Our aim is for our Tutor Team to be representative of all sections of society and our families, and for each Staff member and Tutor to feel respected and able to give their best.</p>			
<b>Ethos at Capital Tuition Group</b>			
<p><b>“Qualified Teachers, Quality Grades, KS1 to A Level” by:</b></p> <ul style="list-style-type: none"> <li><i>Interpersonal - At CTG, we strive for a caring, personable and supportive rapport with its families, students and tutors. We encourage the Tutors with whom we work to the same.</i></li> <li><i>Reliable - We do what we say we’re going to do! We encourage the Tutors with whom we work to the same.</i></li> <li><i>Excellence -We use Qualified Teachers to deliver tuition. We firmly believe that they make the best tutors!</i></li> </ul>			
<b>All tutors who work alongside Capital Tuition Group are required to:</b>			
<ul style="list-style-type: none"> <li>uphold and promote Capital Tuition Group’s ethos</li> <li>support and contribute to the achievement of all students with whom they work academically to the best of their ability</li> <li>read, understand and abide by Capital Tuition Group’s Safeguarding Policy</li> <li>comply with all Capital Tuition Group’s policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection</li> <li>maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect</li> <li>provide prompt and constructive assessment for learning to students (and their families) to further their academic advancement</li> <li>be willing to share best practice, expertise and skills with other tutors</li> </ul>			
<b>Main Objectives of Role:</b>			
<ul style="list-style-type: none"> <li>To provide 1-to-1 or small group tuition</li> </ul>			
<b>Job Description:</b>			
<b>General Responsibilities</b>			
<p>To contribute to the academic development of students seeking additional support either because they are struggling in your subject specialist area, and/or because they are ambitious learners looking to achieve the very highest grades. You will do this by planning and delivering tuition sessions that suit the particular requirements of your student, applying the best pedagogical practices at your disposal, deploying a range of resources to allow student access to the curricula, providing robust assessment for learning feedback and reports.</p>			
<b>Role specific responsibilities</b>			
<ul style="list-style-type: none"> <li>Tutor online and/or go to clients’ homes and tutor your specialist subject(s) to help your student boost their grades and confidence (or teach the session online).</li> </ul>			

- Plan and deliver personalised tutorials.
- Give feedback to clients about progress to your student and their family
- To write lesson reports after every session summarising the content covered, a comment regarding behaviour for learning, 'what went well' and 'even better if
- 'Appreciate that whilst every effort has been made to explain the main duties and responsibilities of tuition, each individual tuition assignment may require responsibilities not identified in this job description.

#### Person Specification:

- Have a Bachelor's Qualification
- Have completed a Teacher Training qualification (PGCE, SCITT, TeachFirst or equivalent) and have QTS or equivalent.
- Be able to competently deliver teaching and tuition in your specialist area (subject and key stage).
- Have a dynamic, energetic, personable manner.
- Have excellent verbal and written communication skills.
- Have a good ability to plan and schedule.
- Have a solid knowledge base relating to the subject area being taught.
- Have the ability to motivate your students to study.
- Have patience and understanding.
- Have the ability to adapt to different learning styles.
- Have the ability to supervise your students and be a positive role model
- Seek to be positive and build up a good rapport with your student and their family
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Have a great degree of resilience.
- Seek to help children and young people learn.
- Show self-awareness about how your behaviour can positively (or negatively) impact a student.
- Are open to sharing resources, information and ideas with other tutors in a collaborative way.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.
- have the courage to take action to protect children and young people from harm.

#### What to expect from the Recruitment Process?

1. Assessment of Application - CTG will review your application, cover letter and CV and let you know if you have been successful for an interview
2. Online Checks will be carried out ahead of interview and before candidates are shortlisted
3. Interview - CTG will conduct an online interview with two members of staff
4. Reference and Vetting Checks - CTG will ask for references, a valid Enhanced DBS and will conduct other vetting checks (including Barred Listings and Prohibition from Teaching).
5. Registering as a Tutor - Successful candidates of the interview will, subject to clearing all checks, be invited to register as a tutor with CTG

This job description is current at the date shown, but following consultation with you, may be changed depending on the requirements of the tuition assignment and/or by Client Managers at Capital Tuition Group.

**Last Updated:**

July 2025

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_