
Job Description and Person Specification



About the Chandran Foundation

We fight for educational equality by giving holistic support to less privileged children in London.

We work with highly-motivated students and graduates from the UK's top universities to provide tailored support in English and Maths, and bridge the attainment gap. This focused tuition provides crucial academic support, but also allows children to struggle, ask questions and get things wrong. We provide a safe space where children are encouraged to take pride in their studies. Building children's confidence is not only rewarding, but has an undeniable positive impact on their work and wellbeing.

Job Description

About the role:

Help students develop personal and academic skills through regular remote small-group tuition, using pre-prepared lesson plans and assessments. Report to the Project Manager, whilst working with the Operations Manager. Complete and save all necessary tutor session notes and feedback forms as required.

Hourly rate: £25

Duties and Responsibilities:

1. Conduct tutoring online for groups of up to 3 students (in year 5 or year 6).
2. Always be punctual and act in a professional manner, when maintaining contact with school representatives and/or students.

3. Monitor, mark and assess students' work and progress in a Google Spreadsheet provided by the Chandran Foundation
4. Create student case studies every few weeks.
5. Help students develop better study skills and improve their self-confidence.
6. Use existing lesson plans and learning materials for each session.
7. Complete and save all necessary formats, lesson plans, tutor session notes as required, promptly.
8. Attend tutor training and orientation sessions.
9. Understand and follow the relevant policies and procedures of the Chandran Foundation.
10. Promote and safeguard the welfare of all pupils during the tutor sessions; raise any concerns in accordance with Chandran Foundation's Safeguarding procedures.
11. Manage behaviour effectively to ensure a good and safe learning environment.
12. Work and communicate effectively with the Project Manager and Operations Manager at the Chandran Foundation.

Person Specification

We consider all applications in their entirety; if you're not sure you meet the specification, please don't let this put you off applying.

Qualifications:

Grade 7 and above in GCSE in Maths and English.

Desired Experience:

Previous experience tutoring and/or working with children.

Necessary Skills and Values

1. Share Chandran Foundation's belief that children with a difficult start in life should not miss the benefits of a good education.
2. Able to communicate through google meet and via email.
3. Able to support active learning and promote independence.
4. Punctuality and good organisational skills.
5. Commitment to working with colleagues, students and schools in a positive and constructive manner.
6. Able to motivate and inspire pupils of all abilities to enjoy learning.
7. Able to work remotely and conduct lessons and assessments online.
8. Use provided training to manage the confidentiality and safeguarding of students.

Values and Attributes:

1. Desire to give back to the community and commitment to helping every child fulfil their potential.
2. Commitment and reliability.
3. Ability to teach with energy, resilience and enthusiasm.

4. Ability to adapt to changing circumstances and new ideas.
5. A can-do attitude.
6. Have patience and show warmth, care, sensitivity and interest when dealing with children and parents.
7. Commitment to safeguarding and inclusion.