
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 make mistakes and ask questions.

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 Operations Manager, while working with the Project Manager.

Complete and save all necessary 'Tutor Session Notes' and case studies to a shared Google Drive as required.

Hourly rate: £25

Duties and Responsibilities

- Conduct online via Google Meet for groups of up to 3 students (in year 5 or year 6).
- Use existing lesson plans and learning materials for each session.
- Monitor, mark and assess students' work and progress in a 'Tutor Sessions Note' Google Spreadsheet provided by the Chandran Foundation.
- Complete and save all necessary formats, lesson plans, tutor session notes to the Chandran Foundation Google Drive as required.
- Create a case study for a chosen student at the end of the 10 week tutoring schedule.
- Attend tutor training and orientation sessions.
- Always be punctual and act in a professional manner, when maintaining contact with school representatives and/or students.
- Help students develop better study skills and improve their self-confidence.
- Promote and safeguard the welfare of all pupils during the tutor sessions; raise any concerns in accordance with Chandran Foundation's Safeguarding procedures.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Understand and follow the relevant policies and procedures of the Chandran Foundation.
- 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

- Able to communicate through Google Meet and via email.
- Able to support active learning and promote independence.
- Punctuality and good organisational skills.
- Commitment to working with colleagues, students and schools in a positive and constructive manner.
- Able to motivate and inspire pupils of all abilities to enjoy learning.
- Able to work remotely and conduct lessons and assessments online.
- Use provided training to manage the confidentiality and safeguarding of students.

Values and Attributes

- Share the Chandran Foundation's belief that children with a difficult start in life should not miss the benefits of a good education.
- Desire to give back to the community and commitment to helping every child fulfil their potential.
- Commitment and reliability.
- Ability to teach with energy, resilience and enthusiasm.
- Ability to adapt to changing circumstances and new ideas.
- A can-do attitude.

- Have patience and show warmth, care, sensitivity and interest when dealing with children and parents.
- Commitment to safeguarding and inclusion.