



GUIDE TO TUTORING

Working for Oxford Science Studies is exciting and rewarding, whatever your role! Many tutors return time and again to teach with us, even though they may teach elsewhere throughout the academic year. Most tutors come from the Oxford area, with many being affiliated with the university in some way, perhaps as a graduate or academic staff member. Our tutors draw from a rich variety of educational experiences, some are doctoral students, some professional tutors, some full-time teachers and some examiners.

Just wanted to say thank you for having me once again at OXSS. Even though I was only there for a short while, it was a pleasure to work with you and a lovely group of tutors, and I thoroughly enjoyed my teaching. It is something special you have at OXSS!

Tutor
Easter Course 2024

I. WHAT IS IT LIKE WORKING FOR US?

As a tutor, working for Oxford Science Studies (OXSS) is a great experience. The classes are small, often one-to-one tuition, and the calibre of student is generally high. You can tailor your classes to the needs of your individual students, with some needing a more general revision and some needing in depth examination of a topic.

From a tutor's perspective, the advantage of working with OXSS is that the bulk of the preparation has been completed for you, before the course even begins. Students are organized into classes according to subject and the OXSS admin team will prepare all timetables, classroom lists and student lists. Should you wish to use them, there is an online portal accessible for tutors and students where past examination papers are available, along with their corresponding inserts, data sheets and mark schemes. All resources given are of the appropriate level and exam board for your classes.

Students are expected to complete exam practice, during their study periods. There is time to review this work with the students during the tutorials and you are therefore not required to mark these in your own time. With most of the preparation completed for you by OXSS, your job as a tutor really is just that, to teach!

Overall, we try to provide a friendly and relaxed atmosphere. We are always on hand to assist with any issues or provide whatever support is necessary.

2. HOW DO THE TUTORIALS WORK?

It is important to note that there are two timetable structures, with one being for the Half Term, Christmas & New Year and May Weekend Courses and that other being for the Easter and Summer Courses. Depending on the course each block will last one day or one and a half days.

An example of both timetables is included below:

Example: Half Term, Christmas & New Year and May Weekend Courses

9.30	10.20	11.10	11.20	12.10	13.00	13.40	14.30	15.20	15.30	16.20
-	-	-	-	-	-	-	-	-	-	-
10.20	11.10	11.20	12.10	13.00	13.40	14.30	15.20	15.30	16.20	17.10
Class 1	Exam Practice	Break	Class 1	Exam Practice	Lunch	Class 1	Exam Practice	Break	Class 1	
	Class 2	Break	Exam Practice	Class 2	Lunch	Exam Practice	Class 2	Break	Exam Practice	Class 2
	Class 3	Break	Exam Practice	Class 3	Lunch	Exam Practice	Class 3	Break	Exam Practice	Class 3
Class 4	Exam Practice	Break	Class 4	Exam Practice	Lunch	Class 4	Exam Practice	Break	Class 4	

Example: Easter and Summer Courses

	8.55	9.30	9.40	10.20	11.10	11.30	12.10	12.20	13.20	13.30	14.10	15.00	15.20	16.00	16.10
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	9.30	9.40	10.20	11.10	11.30	12.10	12.20	13.20	13.30	14.10	15.00	15.20	16.00	16.10	17.00
Mon	Arrivals			Course Introduction & Ice Breaker Exact Timings: 10.50 – 12.20				Lunch	Block 1	Exam Practice	Break	Block 1	Exam Practice		
Tues	Registration & Study Skills	Block 1	Exam Practice	Break	Block 1	Lunch	Exam Practice	Block 1	Break	Exam Practice	Block 1	Study Skills			
Wed		Block 2	Exam Practice	Block 2	Break	Exam Practice	Lunch	Block 2	Exam Practice	Break	Block 2	Exam Practice			
Thurs		Block 2	Exam Practice	Break	Block 2	Lunch	Block 3	Exam Practice	Break	Block 3	Exam Practice				
Fri		Block 3	Exam Practice	Break	Block 3	Lunch	Exam Practice	Block 3	Break	Exam Practice	Block 3	Feedback & Departures			

We will advise students on where to go and who their tutor is, they should just turn up at your door just before the start of their tutorial.

All courses are built on a test and teach structure, with tutorials for consolidation of knowledge and exam practice. The idea being that students can review subject content during the tutorials and then gain experience of the type of questions that will appear during the exam.

Exam practice is independent, generally completed in a quiet 'exam area' to mimic exam conditions, giving students familiarity with such an environment. When students return to the tutorial, they may wish to review the exam work with you, perhaps reviewing this against the mark scheme.

On an Easter or Summer Course, if your first tutorial is only 10 minutes, we would expect you to set the student some work to complete, either something you create or something from the online portal. You may also be able to gain some insight into the topics they are intending to go through with you.

A day's teaching comprises of two 'blocks', usually of four lessons each. Tutors teach one block of students, while their other block is completing exam practice: the two blocks then switch. Lessons usually last 50 minutes. Please note that, due to demand, you may not always have a full block.

After the completion of a 'block' tutors are required to complete a brief online feedback report for each student. These are to be personalized reports, which are sent directly to the parents. This is an invaluable part of the course offering, which students and parents appreciate and come to rely on. This does not take long and includes only a few sections, namely topics covered, recommendations for further study and any more general comments.

3. WHAT ARE THE PERKS OF THE JOB?

For tutors, the main perk is being able to focus your energy on teaching a great group of students, as most of the preparation is completed for you. The pay is competitive and there are other perks! There is always a place available with tea and coffee, and on residential courses a packed lunch is provided. It is a great place to meet other tutors and engage in what is usually a vibrant atmosphere! Free parking is generally available on our Easter and Summer Courses, in a designated parking area. To top it off, working on our Easter and Summer Courses means you receive an invitation to attend our famous Cheese and Wine evening, a great way to round off three weeks of teaching!

4. WHAT ARE THE STUDENTS LIKE?

Most students are highly motivated and diligent. They generally come with a specific purpose and some even have a bullet point list of topics for review. Most work positively throughout their time at OXSS, appreciating the guidance and support. Although you will only be with students generally for a day or day and a half, we find that students and tutors develop great working relationships. Some of our students come back course on course, year on year, and even request specific tutors.