



TUTOR JOB DESCRIPTION

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This is a tutor role working for Oxford Science Studies (OXSS)

Reporting to: the Operations and Course Director

Liaises with: Recruitment Manager, Programme Manager, Admissions Coordinator.

Self Employed ad hoc tuition – a flexible role with hours indicated by the tutor

Tuition may be online or in person, in Oxford

Pay for subject tuition £31.35 per hour and for University Preparation £41.80 per hour

JOB PURPOSE

To plan, assess and monitor an outstanding learning experience ensuring the provision of effective and appropriate subject teaching for students. They will be expected to contribute to an outstanding learning environment with an aspirational culture.

MAIN DUTIES

Teach effectively to students who may be studying GCSE, IGCSE, A Level and IB (tutors decide the levels they are confident to teach – qualification and experience dependent).

Preparing and delivering engaging lessons for a range of abilities which will enable all students to make good progress.

Provide advice on relevant and appropriate subject resources to enhance students' learning.

Assess and monitor student progress and delivering this information to parents via our report system.

Optional duties include Blog writing, offering study skills sessions and presentations.

PERSON SPECIFICATION

The successful candidate will have/be;

Degree educated (in relevant or related subject – appropriate experience will also be considered)

Secure knowledge and understanding of the concepts and skills of their specialist subject

Excellent ability to engage students, motivating and inspiring them to learn

Ability to employ a range of effective teaching, learning styles and assessment methods

Adaptability to students' educational needs

Friendly and professional manner

Enthusiastic and 'can do' attitude

The following will be required but can be done through OXSS:

DBS Enhanced check, Safeguarding Level 2 (must be OSCB) and Prevent Training

Understanding document - Keeping Children Safe in Education 2025

Any other training as required for working with children