

Title of Role:

Sessional Language Tutor (Freelance)

Remuneration:

Between £15 - £25 per hour including expenses

*Exact hourly rate varies depending on exact requirements of each customer

Duties and Responsibilities:

1. To conduct initial meetings with potential students who are interested in taking a course
2. To be willing and able to conduct these meetings via Skype
3. To be willing and flexible to travel to various locations for lessons at various times including evenings and possibly Saturdays and/or Sundays
4. To be willing and flexible to conduct some lessons via Skype
5. To design a course and scheme of work with appropriate learning outcomes and to continually tailor those outcomes to the needs of the student(s) through dialogue as appropriate
6. To plan each session in an appropriate manner to be as student focused as possible
7. To source appropriate learning material for the course (handouts, exercises, homework etc.)
8. To schedule all sessions, including initial meetings via our cloud-based tutor management system
9. To log sessions on system within 24 hours of taking place, and to keep appropriate records of what was studied via the system
10. To feed back via online system as appropriate regarding progress of student(s)
11. To feed back to stakeholders (parents, managers etc.) on progress of lessons if required
12. To obtain signatures of students following each session via a timesheet and to submit timesheet to office within 72 hours of final lesson of the month
13. To undertake any extra admin associated with providing the language course

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> University Graduate 	<ul style="list-style-type: none"> Relevant teaching qualification for chosen language (CELTA, DELE etc.)
Experience	<ul style="list-style-type: none"> Experience teaching/tutoring chosen language particularly in a 1 to 1 setting 	<ul style="list-style-type: none"> At least 2 years experience tutoring
Skills and Abilities	<ul style="list-style-type: none"> Native-speaker or near native-speaker of language Familiarity with self-employed working Willingness to work on a sessional basis with variable hours Already based in local area Have own transport Own Skype account 	<ul style="list-style-type: none"> Excellent attention to detail Have own materials or can adapt materials sourced from elsewhere
Personality	<ul style="list-style-type: none"> Balanced personality Excellent listening skills Student-centred teaching methods Well-organised IT literate Genuine interest in languages and teaching chosen language Lifestyle lends itself to sessional work and irregular hours Good rapport builder 	<ul style="list-style-type: none"> Evidence of taking charge of own learning/proactive Ability to empathise with students' needs Calm and patient