



Triquetra Education

## **ACADEMIC TUTOR**

A tutor provides individualised education support in one or more subjects with the intention of boosting student confidence, subject fluency and attainment. Tuition should be tailored to specific exam board assessment objectives and criteria for the subject, and/or should consider family ethos where this is appropriate (for example, in a home educating family that is practising child-led learning).

## **RESPONSIBILITIES**

- To deliver engaging subject specific sessions that address exam board criteria as applicable.
- To ensure that sessions are inclusive and accessible by including strategies that address any learning needs that a student may have (for example, by providing subtitles on videos; large type on screen text; coloured screen background etc.)
- To be on time to sessions and to provide the full length of the session booked.
- To complete the online learning record for the session within 24 hours of the end of the session.
- To manage and update their online calendar as needed, and to ensure any cancelled or moved sessions are reflected here.
- On occasion, tutors may be asked to provide further written feedback outlining student progress. This will be remunerated at 50% of usual hourly rate.
- On occasion, tutors may be asked to provide pre-booking 'meet and greet' sessions with parents. These will be remunerated at 50% of usual hourly rate.

## **SUPPORT**

You will find resources, support and teaching materials through many online sites. There is also a tutor log in area available at [www.triquetraeducation.com](http://www.triquetraeducation.com) that holds free resources, lesson plans and support. The password for this will be provided separately. You may request funding for any resources, online or otherwise, that you need to help you deliver your subject/s. You may also request funding for any relevant professional development courses that will help you deliver your subject specialism/s. Undertaking professional development courses is not mandatory, but ongoing learning and academic interest is nurtured in Triquetra.