

Job Description

Position Title: Mathematics and/or Science Tutor

Responsible to: Melanie Coker – Owner/Director

Location: Christchurch

Primary Objective: To prepare lessons and teach secondary school students and/or adults in one-on-one or group tutorials in mathematics and/or science subjects, usually towards NCEA.

Duties and Responsibilities

Duties and responsibilities will be dependent on the student's chosen tuition plan.

Responsibility:

Measured By:

1. Tutorial Preparation

Prepare tutorial plan, as well as required tools including provided revision notes, flash cards and practice exams.

- Copy of tutorial plans

2. Tuition

Teach student(s) according to tutorial plan, adjusting where required by individual needs of student(s).

- Positive feedback from student and/or parents
- Copy of tutorial plans

3. Provide Revision Tools

Including provided revision notes, flash cards, homework and practice exams.

- Positive feedback from student and/or parents
- Copy of tutorial plans

4. Record Lesson Notes

Make notes on tutorial including adjustments to tutorial plan, homework to be done by student, practice exams completed, revision notes provided and student class test/exam results.

- Copy of tutorial plans
- Copy of Homework Sheet
- Copy of Practice Exams Sheet
- Copy of Student Class/Exam Test Results Sheet

5. Progress Report

Use recorded tutorial notes to complete either a Progress Report whenever a student completes ten tutorials. Progress updates may need to be prepared every other five lessons, dependent on the student's chosen tuition plan.

- Copy of Progress Report

6. Aim for Student Achievement

Use class test/exam results, homework, as well as tutorial observations to focus on needs of individual student.

- Copy of Homework Sheet
- Copy of Practice Exams Sheet
- Copy of Student Class/Exam Test Results Sheet

7. Attend Scheduled Meetings

Report on issues, ask questions and receive support. Discuss effective teaching strategies and goals.

- Meetings Attended