



Tutor Job Description and Person Specification

Reports to: Head of Centre / Lead Teacher / Academic Coordinator

Contract Type: Part-Time / Full-Time / Freelance (as agreed)

Location: Croydon, Addiscombe

Purpose of Role

To support students, particularly those with additional needs or who are behind in their work to make meaningful academic progress. Tutors will deliver high-quality, personalised teaching that builds confidence, closes learning gaps, and helps students re-engage with learning.

Key Responsibilities

- Deliver structured, engaging sessions tailored to individual learning levels and needs
- Plan and prepare tutoring sessions with clear learning objectives and outcomes
- Support students with additional needs, including those with EHCPs or SEMH challenges
- Help students catch up on missed or incomplete work through targeted teaching
- Adapt materials and methods to support a range of abilities and learning styles
- Use regular checks for understanding to guide pace and content
- Set clear goals and monitor progress towards academic and personal targets
- Provide feedback to students and parents/carers to support continued progress
- Build positive, consistent relationships that motivate and support learners
- Keep accurate records of attendance, progress, and interventions
- Follow safeguarding procedures and report concerns promptly

Person Specification

Essential

- Experience working with children or young people, especially those who are behind in learning
- Strong subject knowledge in [insert subjects, e.g., English, Maths, Science]
- Understanding of how to support learners with additional needs or SEND
- Ability to differentiate learning and build confidence
- Reliable, organised, and professional in approach
- Strong communication and relationship-building skills
- Awareness of safeguarding and child protection responsibilities

Desirable

- Experience in SEND, SEMH, or alternative provision settings
- Teaching qualification (QTS, PGCE, or equivalent) or relevant subject degree
- Familiarity with functional skills, GCSE, or catch-up programmes
- Experience with planning and delivering interventions

Hours and Pay

- £25–£35 per hour depending on experience
- Monday to Friday 9am to 3pm