

English Tutor Job Description

- Tutors teach students in groups with aids from the library and other online resources
- Handle major topics in algebra, quadratic equation, simultaneous linear equation, etc. which average students might struggle with
- Develop tutorial materials in their simplest forms for easy assimilation by students or tutees
- Carry out evaluative functions to help ascertain areas of weaknesses of students and assist them overcome them
- Collaborate with other parties, such as parents and management team of a company to create a better learning time and environment
- Prepare the minds of students/tutees through regular reminder and awareness of forthcoming lessons
- Encourage, support, and challenge students to meet up with their academic/math targets
- Help get students prepared for tests and exams
- Note the performance of the students/tutees
- Organize meetings with parents and organizational leadership on the progress of the students and tutees respectively
- Finish up and hand over the necessary documents containing lessons and procedures involved in the tutorial
- Engage students in extracurricular activities needed for their general academic development
- Ensure that the learning environment is kept clean and conducive before, during, and after each session
- Develop teaching and learning course for the students or tutees, with strategic outlining of topics for learning.
- Assist in situations students find certain subjects difficult
- Teach students more formulas that are needed in mathematical operations
- Help students overcome the math phobia inherent in the minds of students and tutees

- Take Attendance
- Help put through the students on analytical thinking and problem solving skills
- Could also help students prepare for mathematical competitions.