

Private Tutor Job Description

- Work closely with students to get them grounded in certain subjects they are struggling with
- Prepare lessons, assignments, and other assessments for the students
- Make corrections in assignments and other assessments where the students did not perform well
- Evaluate the progress of the students. This is done in several ways like reviewing lessons, assignments and dishing out projects periodically to the students
- Identify the individual needs of the students. Different students may require different learning methods and it is up to the private tutor to identify these needs
- Make good recommendations like books and websites to help the students to be versatile in their learning and understanding of the subjects they are taking
- Schedule meetings with students together with their parents to discuss the progress or problems mitigating the progress of the students to help find a way out
- Recommend the best learning environment for students to help them improve their learning
- Provide regular feedback to both students and parents on the state of tutorials
- Provide and maintain record of students and their assessments on regular basis
- Prepare learning materials like handouts and quiz booklet, and may recommend some if necessary
- Help students develop intricate learning skills like writing and listening and easy ways to deal with difficult topics or formulas.