

Tutor Job Description

- Develop students: This is with continuous systematic lessons geared towards imparting knowledge to the students
- Correct: Mistakes are inevitable in tutorials and as such tutors are saddled with the duty of implementing corrections where and when necessary
- Understand the specific needs of each student: This is important as different students have their unique needs. So a tutor should be able to identify these needs and act on that knowledge
- Carry out assessment: This is important in checking or gauging the progress of the student and the entire tutorial session
- Make recommendations: Students may need to get some materials for more knowledge beyond the present tutorial. The tutor ensures that he/she makes good recommendation on what materials to buy
- Encourage students: Sometimes, students battle with discouragement. A good tutor should be able to spur the students into positive action through words of encouragement and challenge
- Teaching: This is the number duty or responsibility of a tutor. He/she explains in details in a structured and systematic manner, watching the reaction of the student. He/she systematically imparts knowledge into the student
- Set lesson goals for the student
- Determine the length of time needed to complete each subject or course
- Keep in touch with parents and guardians of the students to discuss their progress.