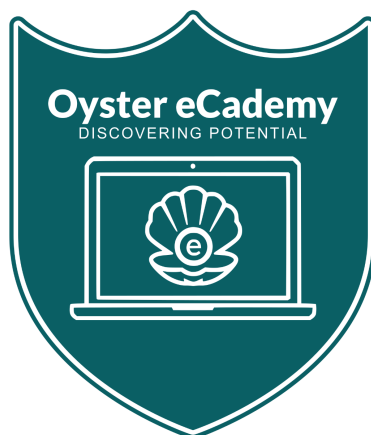




Job Description and Role Overview

Job Title	Online Tutor
Employment Status	Self-employed
Pay Scale	Oyster eCademy Pay Scale
Accountable to	Principal
Location	Online / Remote
Vision	Discovering Potential
Values	OPEN – Opportunity, Potential, Equality and Nurture

1. Job Purpose

The Online Tutor is responsible for delivering high-quality, engaging and inclusive online tuition that supports children and young people to make progress, develop confidence and achieve their potential.

Tutors are expected to adapt their teaching to meet individual learning needs, establish positive professional relationships and create a safe, supportive and engaging learning environment.

At Oyster eCademy, our vision is Discovering Potential, underpinned by our OPEN values: Opportunity, Potential, Equality and Nurture. Tutors are expected to model these values in their teaching and professional conduct, ensuring every pupil is supported, valued and encouraged to recognise and develop their potential.

The Tutor is professionally accountable to the Principal for the quality, safeguarding and professional standards of tuition delivered on behalf of Oyster eCademy.

2. Key Responsibilities

- Plan and deliver high-quality, engaging online lessons.
- Adapt teaching, resources and approaches to meet individual pupil needs.
- Set appropriately high expectations and support pupils to make progress.
- Establish positive, respectful and professional relationships with pupils.
- Monitor pupil understanding, engagement and progress.
- Use assessment effectively to identify strengths, gaps and areas for development.
- Provide constructive feedback to support learning and progress.
- Encourage pupils to develop confidence, independence and positive attitudes towards learning.
- Maintain appropriate records of lessons, attendance and progress.
- Communicate relevant information about pupil progress, engagement or welfare through agreed Oyster eCademy procedures.
- Work appropriately with parents/carers and other professionals where required.
- Follow all Oyster eCademy policies, procedures and professional expectations.

3. Teaching and Learning

Tutors are expected to demonstrate professional practice consistent with the principles of the Teachers' Standards for England, as appropriate to the tutoring role.

- Set high expectations for pupils.
- Promote good progress and positive outcomes.
- Demonstrate secure knowledge of the subjects they teach.
- Plan and deliver well-structured lessons.
- Use appropriate teaching strategies and resources.
- Adapt teaching in response to assessment and individual needs.
- Use assessment effectively to inform teaching.
- Manage behaviour appropriately and maintain a positive learning environment.
- Promote pupils' independence and engagement.
- Reflect on and develop their own professional practice.

4. Individual Needs and Inclusive Practice

Tutors must recognise that pupils have different strengths, needs, experiences and barriers to learning.

- Adapt teaching to individual learning needs.
- Use appropriate differentiation, scaffolding and reasonable adjustments.
- Consider individual communication, learning and sensory needs where relevant.

- Use clear and accessible explanations.
- Adapt the pace, structure and presentation of learning where appropriate.
- Recognise barriers to learning and engagement.
- Support pupils with SEND where applicable.
- Recognise that behaviour may sometimes communicate an unmet need.
- Seek appropriate guidance where a pupil's needs fall outside their knowledge or expertise.

Tutors are not expected to be specialists in every area of SEND but must be willing to understand and respond appropriately to the individual needs of the pupils they support.

5. Safeguarding and Child Protection

Safeguarding is everyone's responsibility. Tutors must:

- Follow Oyster eCademy's safeguarding and child protection policies and procedures.
- Complete required safeguarding training and maintain up-to-date knowledge.
- Remain alert to signs that a pupil may be experiencing abuse, neglect, exploitation or other harm.
- Take all safeguarding concerns seriously and report them promptly through the appropriate procedure.
- Record concerns accurately, factually and promptly.
- Never promise a pupil confidentiality where information relates to their safety or the safety of another person.
- Not investigate safeguarding concerns themselves.
- Report concerns regarding the conduct of another adult through the appropriate procedure.
- Follow procedures relating to allegations against adults working with children.
- Follow whistleblowing procedures where appropriate.
- Understand that safeguarding responsibilities apply equally to online tuition.

Tutors must remain particularly alert to changes in a pupil's behaviour, presentation, communication or engagement which may indicate a safeguarding concern.

6. Online Safety and Professional Boundaries

- Use Oyster eCademy's approved teaching and communication systems.
- Maintain professional boundaries with pupils at all times.
- Not communicate with pupils through personal social media accounts or unauthorised messaging platforms.
- Not exchange personal contact details with pupils unless expressly authorised.
- Maintain a professional and appropriate online teaching environment.
- Follow Oyster eCademy's requirements relating to cameras, recording and screen sharing.
- Protect pupil confidentiality and personal information.

- Report inappropriate online communication, behaviour or content.
- Not arrange private tuition directly with an Oyster eCademy pupil or family outside the agreed arrangements.

7. Pupil Welfare, Behaviour and Relationships

- Treat pupils with dignity, respect and patience.
- Create a safe, calm and supportive learning environment.
- Encourage pupils to participate and express their views.
- Promote positive behaviour through respectful and proportionate approaches.
- Recognise when a pupil may be struggling or becoming overwhelmed.
- Adapt their approach appropriately where possible.
- Encourage confidence, independence and resilience.
- Raise significant welfare concerns through the appropriate procedures.

Tutors must remain within the boundaries of their professional role and must not provide therapeutic or clinical interventions for which they are not qualified.

8. Equality, Diversity and Inclusion

- Treat every pupil fairly and with dignity and respect.
- Recognise and value individual differences.
- Provide an inclusive learning environment.
- Make appropriate adjustments to support individual needs.
- Avoid discriminatory or stereotypical assumptions.
- Challenge inappropriate discriminatory or prejudicial language or behaviour.
- Ensure pupils have equitable opportunities to participate and succeed.

9. Communication and Professional Responsibilities

- Provide appropriate information regarding pupil progress and engagement.
- Raise concerns promptly.
- Communicate clearly, respectfully and professionally.
- Maintain appropriate professional boundaries.
- Provide accurate information when requested.
- Work constructively with Oyster eCademy and relevant professionals.
- Maintain confidentiality.
- Complete required lesson, attendance and progress records.

10. Training, Development and Ongoing Suitability

- Complete Oyster eCademy's required induction.
- Complete required safeguarding and other relevant training.
- Attend training identified as necessary by Oyster eCademy.
- Maintain appropriate subject and teaching knowledge.
- Keep safeguarding knowledge up to date.
- Complete required annual declarations.
- Ensure information held by Oyster eCademy remains accurate and current.
- Inform Oyster eCademy promptly of any change that could affect their ability or suitability to work with children.
- Cooperate with appropriate DBS and other safeguarding checks.
- Agree to relevant ongoing checks, including the DBS Update Service where applicable.
- Comply with Oyster eCademy's policies and procedures.

11. Professional Conduct

- Promote the safeguarding and wellbeing of all students as a core priority.
- Follow all company policies, procedures and professional standards, as well as relevant legislation and national guidance.
- Act professionally and with integrity.
- Model Oyster eCademy's OPEN values in their teaching and professional conduct.
- Maintain appropriate professional boundaries.
- Treat pupils, parents/carers and colleagues respectfully.
- Maintain confidentiality.
- Declare any relevant conflict of interest.
- Take responsibility for maintaining appropriate professional standards.
- Raise concerns through the appropriate channels and in a timely manner.

12. Person Specification

Essential

- Experience of teaching, tutoring or supporting children and young people.
- Appropriate subject knowledge for the tuition being delivered.
- Ability to plan and deliver effective online tuition.
- Ability to adapt teaching to individual learning needs.
- Ability to establish positive and professional relationships with pupils.
- Strong communication skills.

- Understanding of safeguarding and child protection.
- Understanding of professional boundaries when working with children.
- Commitment to equality, inclusion and pupil welfare.
- Commitment to the values of Opportunity, Potential, Equality and Nurture.
- Reliable and professional approach.
- Willingness to undertake required training.
- Willingness to comply with Oyster eCademy's policies and procedures.
- Satisfactory completion of Oyster eCademy's recruitment and suitability checks.

Desirable

- QTS or another relevant teaching qualification.
- Relevant tutoring or educational qualification.
- Experience of working with pupils with SEND.
- Experience of online teaching.
- Experience of working with pupils who have experienced barriers to education.
- Relevant subject-specific qualifications or expertise.
- Experience of working collaboratively with parents/carers or other professionals.

13. Employment Status

The Online Tutor role is offered on a self-employed basis. Tutors are responsible for their own tax and National Insurance obligations arising from their self-employed status.

The self-employed nature of the role does not remove the Tutor's responsibility to comply with Oyster eCademy's safeguarding, child protection, online safety, professional conduct, data protection and other applicable policies and requirements when providing tuition on behalf of Oyster eCademy.

Tutor Acknowledgement

I confirm that I have read and understood this Job Description and agree to undertake my role in accordance with the expectations, professional standards, safeguarding requirements and values of Oyster eCademy.

Tutor Signed	
Date	
Line Manager Signed	
Date	