

# BECOME A COVETED TUTOR

We are always looking to work with talented, professional educators can inspire students and bring out their best qualities. Coveted Tutors are professionals who embody best educational practice and provide the highest-quality sessions for their students.

## SUCCESSFUL APPLICANTS WILL

- Be experts in their specialist field. Coveted Tutors know how to tailor their sessions to specific age ranges and abilities and/or supporting students attain success in their examinations. There are three Key Areas of specialism, with an optional fourth. All Coveted Tutors must be specialists in at least one Key Area:

- Early Development (ages 3-7)
- 11+ & Entrance Exams (ages 8-13)
- Core Curriculum & Culture (ages 8-16)

Applicants may also choose to include a specialist Subject of their choosing (e.g. Languages, IT, Scientific Subjects, History, etc.)<sup>1</sup>

See [www.covetedtutors.co.uk](http://www.covetedtutors.co.uk) for clarification on what each Key Area of specialism specifically entails.

- Be Highly organised. Sessions must run on time and communications must be consistent between Coveted Tutors and members.
- Demonstrate excellent communication and conferencing skills. Coveted Tutors are responsible for maintaining professional communications with students and their families.
- Demonstrate an ability to keep themselves updated with the latest educational guidelines and reflect on personal development.
- Respond to queries and organise sessions within a timely fashion, typically less than 24 hours.
- Be confident in their teaching ability. Coveted Tutors inspire confidence in their students by modelling it throughout their sessions.
- Be experienced tutors or teachers. We expect a minimal of 2 years of tuition/teaching experience.
- Be confident in tailoring their teaching to student's needs. Able to create an effective education plan for each student. Support and guidance for this will be provided to successful applicants.
- Be IT literate with necessary software for delivering quality online sessions e.g. Microsoft Teams/Zoom, word processor, PowerPoint, GeoGebra Geometry, internet browser.
- Be committed to safeguarding and upholding the welfare of their students.
- Have access to a stable internet connection and computer for running online sessions.

---

<sup>1</sup> Please enquire if your specialist Subject is not related to a typical academic area of study.

## APPLICATION REQUIREMENTS

Successful Applicants will undertake 3 stages. Coveted Tutors Ltd will assist promising applicants with their applications.

### INITIAL APPLICATION

- Up-to-date CV.
- Personal Statement outlining your suitability for the post.
- Proof of up-to-date Extended DBS.
- Undergraduate Degree, 2:1 or above.
  - Exceptions can be made for impressive undergraduate applicants or outstanding professional experience.

### INTERVIEW

- Formal interviews will take place via a Microsoft Teams with a Coveted Consultant.
- Applicants must be able to clearly demonstrate comprehensive knowledge of their educational specialism.
- We are looking for passionate and engaging personalities with outstanding communication skills.
- Applicants will be required to provide an approximation for their availability to tutor.

### PROFILE

All Coveted Tutors are required to have a comprehensive and professional tutor profile on the website. Applicants who are successful at Interview will follow our set guidelines to write the text which will then be manually added to [covetedtutors.co.uk](http://covetedtutors.co.uk). You will have the opportunity to work with us to personalise the appearance of your profile.

Please see the Tutor Profile attachment on the Contact Page for more guidance with creating your tutor profile.

## IMPORTANT DETAILS

- You will **not** be an employee of Coveted Tutors Ltd. You are agreeing to access the members of Coveted Tutors Ltd and agree to receive 50% of a member's fees, forfeiting 50% to Coveted Tutors Ltd to maintain your access to members and the administration system which facilitates this.
- Coveted Tutors will be assigned to members based on availability and compatibility for their needs. Minimal hours cannot be guaranteed and will be dependent on business.
- You are responsible for filing and declaring your taxable income received from membership fees.
- Applicants should not expect a position as a Coveted Tutor to replace a full-time working position. Earning should be viewed as supplemental to additional income.