


TUTOR JOB DESCRIPTION

Peer
Education
Initiative



3 REAL MATES
EARN LEARN SUPPORTED

 <http://www.3realmates.com/for-our-tutors>

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Position Title	3RealMates Tutor
Department/Unit	3RealMates
Employment Type	Employee
Work Location	Various Locations
Date	Effective as of January 2019

Tasks and Information hurdles

Main purpose of the job	<p>3RealMates Tutors are high-school students and 1st year university undergraduate students with demonstrated educator skills and a commitment to helping others globally. The main purpose of the role is to contribute to the 3RealMates program to successfully deliver classes and activities.</p> <p>This involves:</p> <ul style="list-style-type: none"> • One-to-three tutoring of students located overseas who have registered to express their interest in learning English from a native English speaker. • Learn and develop vital skills in class management, work organisation, and appropriate interactions with those of the same age. • Being positive role models and tutors to 3RealMates scholars. • Providing support to 3RealMates officers and Leaders in the delivery of events • Providing context and delivering quality content to classes through early preparation and drawing in personal experiences to allow unique interactions for learning. • Creating a positive atmosphere at events and activities through active contribution and discussion.
Line of reporting responsible to	<ul style="list-style-type: none"> • 3RealMates Contact Officers • 3RealMates Administrator/Manager • 3RealMates designated partner
Key Tasks	<ul style="list-style-type: none"> • Provide ongoing tutoring to a minimum of 2 high-school students through a series of face-to-face online interactions and classes. • Maintain accurate records and reflections

Attributes & Skills

on all teaching classes.

- Communicate regularly with 3RealMates partners, officers, and managers – especially with any enquiries, support, and feedback.
- Support 3RealMates at a range of events (e.g. 3RealMates tours, demonstrations, Q&A panels, class shadowing days, study support sessions etc.)
- Be a positive representative of the program and your peers.

- 3RealMate tutors are positive role models who can establish supporting and engaging relationships with high-school students from across the globe by understanding their role as a tutor and the work it entails. With an emphasis on information aspiration, whether it would be by the use of ready-made 3RealMates PPT content or self-made PPT content, increasing motivations and self-awareness, 3RealMate tutors should demonstrate:

- An enthusiasm for learning and education, notably aspiring to help others achieve higher levels of education.
- Experience/appreciation of barriers that can prevent young people from accessing higher education.
- Demonstrated leadership through example.
- Strong listening, interpersonal and communication skills.
- A willingness to contribute and share their ideas to 3RealMates content platform.
- The ability to facilitate group work and encourage participation
- Responsibility, reliability, and professionalism.

Other job-related information

Tutors must:

- Be over 14 years and 9 months old (if not, details will be saved for which the student will be contacted later in the following year).
- Be an English native speaker. One should have one's Full time school education for at 7 years in Australia.
- Be a current student at an officially

registered school or university.

- Complete all mandatory training.
- Be able to commit to at least two hours a week to tutoring during their academic year.
- Be able to commit to updating and being consistent with checking up on their students through the back-office site.
- Be able to independently manage their classes and conduct activities at their allocated work time.

**Legal
compliance**

Ensure you are aware of and adhere to the legislation and 3RealMates company policies relevant to the duties undertaken, including:

- Passing the interview
- 3RealMates Tutor Declaration
- 3RealMates Code of Conduct
- 3RealMates Terms and Conditions
- 3RealMates Privacy Policy
- 3RealMates Tutor Training
- Respect at 3RealMates training
- Online Security Awareness
- Child Safety Legislation

For more information:

Terms and conditions: <http://www.3realmates.com/3realmates-terms-and-conditions/>

Privacy Policy: <http://www.3realmates.com/3realmates-privacy-policy/>