



QUEST Tutor: Job Description

- Role:** Tutor (English, Maths, Science, Music, EFL, Japanese, Entrance Exam Preparation)
- Responsible to:** General Manager
- Responsibilities:** To deliver high quality learning programs in line with QUEST TOKYO expectations and training

Teaching and Learning

- Ensure teaching and learning is targeted and challenging
- Focus on progress and success
- Give clear, immediate and ongoing oral/written feedback so pupils know how to improve
- Assess and report on the development, progress and attainment of pupils
- Plan programs of work, using assessment to inform future planning
- Manage and maintain high standards of pupil behaviour in all learning situations
- Communicate articulately with the parents of pupils about their child's progress
- Provide learning tasks to be completed outside the lesson where appropriate

Other Specific Responsibilities

- Attend and participate in staff training
- Ensure health and safety of all (in person) pupils
- Take responsibility in an emergency situation
- Supervise pupils outside of lessons when necessary
- Monitor attendance of pupils
- Participate in exhibitions of work/progress where necessary

Person Specification

Must have a valid visa and eligibility to work part time in Japan.

Experience within the British education system will be of particular advantage to any candidate.

Experience - evidence of:

- Successful primary/secondary school teaching
- Ensuring and assessing pupil progress
- Excellent progress and outcomes for pupils
- Passion for teaching

Knowledge, skills and abilities:

- Knowledge of child development stages and curriculum development
- Engaging and impactful teaching skills
- Commitment to being a positive team member
- Excellent verbal and written communication skills

Disposition – evidence of:

- Personal and intellectual qualities required to set an example to pupils
- Ability to work on own initiative and be proactive
- Commitment to significantly raise the skills and personal achievements of each pupil
- Flexibility, drive, energy and enthusiasm
- Reliability, positivity and commitment
- Warmth, approachability and a sense of humour