

Job Description

Role:	Tutor (English, Maths, Science, EFL, Japanese, Entrance Exam Preparation)
Responsible to:	Company Director
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 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 outcomes for pupils
- Interest in engaging lesson design
- 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
- Ability to work under pressure, prioritise tasks and manage time effectively to meet deadlines

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 excellence and 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