



“When tutors are valued, education thrives”

Specialist Tutor Role Description

We work with QTS freelance English, Science and Maths KS3, GCSE and A-Level tutors, providing opportunities for tutors who want to spend more time in front of their students, helping them learn and sharing their specialism, and less time on the administrative burden of running a business; the marketing, selling and financial responsibilities that come with this.

Happy Students Happy Tutors was set up with the needs of tutors as well as students, in mind. We understand the importance of job satisfaction: being able to spend the majority of your working week with students, rather than on administrative issues, invoicing and chasing payments, marketing and finding new students, as well as juggling the other ad hoc ‘offline’ tasks that come with being an independent tutor.

From our online application process through to transparent onboarding, you will see that we have invested in systems and processes to streamline administration. When you tutor with us, you’ll have the backup of defined systems and processes. We market to find new students, qualify all enquiries, manage all invoicing in-house, provide opportunities to network, and you will get to work alongside other freelance tutors who share your values.

We are looking for **enthusiastic, empathetic, organised and professionally qualified** freelance tutors, with **great communication skills**, to join our freelance tutoring team, champion our values here at Happy Students Happy Tutors, and deliver **high-quality, specialist tuition** in their chosen area, putting the student at the heart of what you do, with proven results.

To tutor with us, we would be looking for a minimum tutoring commitment of four hours each week, either remotely or face to face, with the opportunity to grow as your schedule permits. This is a freelance role, so you are not restricted to working with us exclusively.

To tutor with us, you should have reliable access to Wi-Fi, your own computer, a smartphone with a data plan, and a private office from which to host lessons.

Important: Please note that onboarding does not guarantee work. We will never charge you to onboard with us, but you will be required to have an enhanced DBS in place when you join us. If you do not have this, via our onboarding process, we can refer you to a supplier that can assist you. We do not receive any payment or commission to do this.

What we offer:

We offer contractor hourly rates of £35 per hour for KS3 and GCSE, and £40 per hour for A-Level. These rates are applicable for face-to-face or remote tuition. As a freelancer, you are responsible for your HMRC tax obligations. As a Tuition Employment Business, Happy Students Happy Tutors will have to pay VAT on the whole tuition fee charged to the tutee/parent. Our rates are positioned to include this now, rather than applying a 20% increase to our fees in the future, to comply with the VAT threshold.

Through tutoring with us, there is the opportunity to engage with our other tutors for networking and support should you wish to. The level of engagement is up to you.

We offer a personalised experience when you engage with us. We are not a faceless organisation and we encourage open communication.

Tutoring Responsibilities

- Conduct engaging, fast-paced, interactive weekly tutoring sessions for KS3, GCSE and/or A-Level students by establishing rapport, building trust and supporting our students on their learning journey.
- Adopt the most appropriate methods of tutoring to support our students and their specific learning requirements, increasing their confidence whilst learning, and empowering them to bring their best to their sessions.
- Develop a personalised learning plan tailored to each student's unique needs, goals and abilities. This plan should be flexible; you should have the ability to pivot your learning delivery methods and adjust your student's bespoke learning plan as the learner's needs require this.

Progress Tracking

- Monitor and regularly report on students' progress, adjusting teaching strategies as required and using their mainstream education results as a guide to adjust and enhance tuition where necessary.
- Maintain detailed records of sessions, progress reports and other documentation appropriate for tuition, recording on our CRM system, as specified by Happy Students Happy Tutors.
- Prepare and present regular progress updates to parents and stakeholders (per term).

Curriculum Confidence

- Stay current with curriculum trends and changes in your specialist subject.
- Use Happy Students Happy Tutors resources alongside your own, to create personalised lesson plans.
- Keep up to date with the latest examination board curricula and embed this within your teaching methods to ensure that students have the best opportunities to apply what they learn at assessment level, appropriate to their examination board.

- Engage with training workshops, CPD opportunities and familiarisation with our resources.

Student Support and Engagement

- Offer kind, clear and constructive feedback to progress students' learning and development.
- Collaborate with parents to offer holistic support for the student.
- Provide a calendar of available sessions for students to be able to self-book and manage their own appointments.
- Respond to curriculum and subject-specific queries raised by parents or students in a timely manner.
- Adopt our systems, processes and procedures when managing our students to help you and us achieve optimum management of time and resources in a professional manner.

Availability and Commitment

- Be available for tutoring sessions during agreed-upon hours, particularly after-school hours and weekends where demand may require this.
- Be able to commit to tutoring lasting roughly a term (10-20 weeks). We are looking for long-term collaborators.
- Maintain an adequate level of CPD to support your development.

Engagement with us

- We have systems, processes and procedures in place to provide order and clarity. As part of your engagement with us, you would be required to use these systems to help us support you, familiarising yourself with them to receive support in areas outside direct tuition.
- We provide parents, students and tutors with a clear list of our expectations. In the event of cancellations or lesson rescheduling, we would expect our tutors to follow our Service Operating Procedures to ensure that all parties are treated fairly.
- We operate in a continuous improvement environment. If there is anything we could do better, or anything that isn't working, we would like you to share your thoughts with us.

Successful applicants should possess:

A true love of education – you believe in the power of knowledge and learning for life, and you're excited to share what you know with the next generation.

Kindness, empathy and patience – you understand that not all students are the same. You understand that different students require different styles of tutoring and learn at a different pace. You're ready for this challenge, keen to experiment with what works, and patient with students.

You love getting to know people – you are genuinely interested in students as individuals. You enjoy learning about their backgrounds, interests and aspirations. This curiosity helps you build rapport, tailor your teaching approach, and create a more engaging and personalised learning experience. You understand that strong tutor-student relationships are fundamental to effective education, and you are committed to fostering a supportive, yet professional environment where every student feels valued and understood.

Self-management, professionalism and great communication – you are an organised, highly professional self-starter who gets things done while maintaining the high standards expected when delivering a high-quality, specialist service to students and their families, and you are able to work independently with minimum supervision.

Non-negotiables:

- An enhanced DBS certification and the willingness to maintain this throughout your engagement with us (we can arrange certification for you, if you do not have this already).
- As we are a **specialist** Tutoring Employment Business, we only work with tutors who have Qualified Teacher Status (QTS) **and** are subject matter experts in the tuition that we provide to our students.
- You should look to undergo safeguarding training at least annually and provide evidence of this training when requested.
- You should be ordinarily resident in the UK.
- You should be able to tailor your tuition to support recognised teaching methods in line with UK examination boards.
- You will have the ability to get things done professionally and efficiently, with minimum supervision and in a timely manner, as you will be engaged with us as an independent tutor representing Happy Students Happy Tutors.
- You will want to help people and make a genuine difference; you have a passion for connecting with people and building meaningful relationships.
- You are empathetic, compassionate, and enjoy fostering growth through learning.
- You have full fluency in English, with impeccable written and verbal communication skills, and respond professionally and promptly to communications from students and/or parents in relation to tutoring, and the team at Happy Students Happy Tutors.
- You have the hunger and drive to continuously improve and learn how to be a better tutor. You understand that all students are different and that your proactiveness is what keeps you performing at your best and delivering the best to students.
- You have the ability to embrace technology to support day-to-day tutoring, e.g. lesson delivery and calendar scheduling.
- You enjoy the freedom (and unpredictability) that freelancing and being your own boss brings.

Does this sound like you?

We hope that this role description has provided you with information and insights regarding the type of person who would suit working with us.

If this sounds like you and you would like to apply, please click on the link below (or on our website tutor page), where you will be taken to our secure Application Portal to formalise your application.

[Happy Students Happy Tutors secure online application portal](#)

On completion and submission of the application form, you will be notified shortly thereafter if you have been chosen to move forward into the interview process.