

# Online Academic Tutor

## Job Description

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### ABOUT IMMERSE EDUCATION

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Immerse Education is a leading provider of academic programmes that take place in Cambridge, Oxford, London, Sydney and online.

We welcome students aged 13-18 to study a wide variety of subjects, provide an introduction to advanced study and insight into university life. During our two-week residential programmes, participants live and study in colleges of Cambridge and Oxford University, Sydney University, or University College London and balance a challenging academic programme with an action-packed schedule of social and cultural activities.

Our online programmes are offered throughout the year and are delivered by expert tutors and leading academics using the most innovative online platforms.

Each year we welcome students from over 100 different countries and our programmes have been recognised by a number of awards and accrediting bodies including The Queen's Award for Enterprise, the British Accreditation Council, BETA and COBIS.

### ROLE BACKGROUND

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We are seeking academic tutors who can teach small groups of students aged 13-15 or 16-18 in their target subject.

As an academic tutor, you'll not only be an expert in your field but also have a passion for bringing your expertise into the classroom in a fun and engaging manner.

You will need to be able to plan and deliver lessons that achieve the programme's learning outcomes while providing a memorable experience for your students.

We offer both 1:1 programmes as well as group-based classes. The average class size is 7 with a maximum class size of 10.

Please see overleaf for the list of subjects we offer.

### RESPONSIBILITIES

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- Deliver engaging, challenging lessons on the agreed schedule. The number of teaching hours will depend on the type of online programme. Please see overleaf for the list of programmes we offer
- Provide a course overview in advance of the programme, including any resource requirements
- Provide any preparatory tasks or materials that you deem necessary and beneficial in advance of the programme
- Maintain accurate records of student attendance throughout the programme
- Provide detailed, productive written feedback and suggestions for further development for each student after the programme

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### ESSENTIAL REQUIREMENTS

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- Formal experience tutoring and/or supervising undergraduate students
- Experience of the Oxbridge style of small group learning and discussion
- Ability to teach a broad range of topics within the subject area
- Current PhD candidate or above at Oxford or Cambridge University, or equivalent

### DESIRABLE

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- Relevant experience of residential summer schools or online tutoring
- Relevant experience of teaching 13-18 year old students
- Experience teaching non-native students

### PERSONAL QUALITIES

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- A passion for teaching and conveying your own enthusiasm for a subject
- Ability to create a positive, safe environment in which students of all backgrounds and abilities can thrive
- Organised, efficient and flexible, and able to work in a busy and fast-paced summer school environment
- Adaptability, integrity, enthusiasm, sense of humour and patience
- Be pleasant mannered and personable with a professional demeanour
- Be flexible in the content delivered during lessons, reacting to the ability and interests of individuals in the class
- Be aware of the well-being of students and the challenge that a summer school may create
- Be self-motivated to achieve the highest standards in all things, particularly with regards to the quality of experience participants receive.

### APPLICATION PROCESS

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1. Please complete the online application form which will require you to attach your CV.
2. Short-listed applicants will then be invited to an interview via webcam, in which they must deliver a short demonstration lesson.
3. Successful candidates will undergo an enhanced DBS check and must provide two references as well as their right to work documents for our records
4. Any personal data you submit as part of your application will be kept securely in compliance with GDPR regulations.

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### AVAILABILITY

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Our online programmes are available throughout the year

You will be asked about your availability during the application process.

### PROGRAMME TYPES & TEACHING HOURS

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#### ONLINE INSIGHTS (Group-based online classes during school holidays)

- Approximately 15-25 or 25-35 teaching hours per 1-week or 2-week programme respectively.
- Individual tutorials are included in the programme, so the total number of teaching hours will depend on the size of the group.
- This programme takes place on set dates throughout the academic year. The duration of the programme is one to two weeks depending on the dates.

#### 1:1 ONLINE RESEARCH PROGRAMME (Personalised 1:1 subject-based academic writing tutorials)

- The programme is offered in three different durations: 2 weeks, 4 weeks and 8 weeks. Our 2-week programme is the most popular option and provides 10 × 1 hour subject specific tutorials.
- Lessons are typically delivered Monday to Friday over the course of the programme.
- This programme is offered throughout the academic year with flexible start dates depending on the student and tutor availability.

#### UNIPREPARE (University preparation and application support platform)

- Lead group tutorial sessions on Saturdays to prepare ambitious high school students for university, giving them insight into what it is like to study the subject at higher education
- Handle private tuition sessions to prepare students for admissions tests.
- This programme is available throughout the academic year, most sessions are scheduled for Saturdays midday and target ambitious high school students aged 15-18 years old

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EDUCATION

### SUBJECTS OFFERED

Subject	Online Insights	Online Research Programme	UniPrepare
3D Animation		✓	
Architecture	✓	✓	✓
Artificial Intelligence	✓	✓	✓
Biology	✓	✓	✓
Business Management	✓	✓	✓
Chemistry	✓	✓	✓
Coding	✓	✓	✓
Combined Sciences	✓	✓	✓
Computer Science	✓	✓	✓
Creative Writing	✓	✓	✓
Earth Sciences	✓	✓	✓
Economics	✓	✓	✓
Encryption & Cybersecurity		✓	
Engineering	✓	✓	✓
English Literature	✓	✓	✓
Game Design	✓	✓	✓
History	✓	✓	✓
International Relations	✓	✓	✓
Law	✓	✓	✓
Mathematics	✓	✓	✓
Medicine	✓	✓	✓
Nanotechnology	✓	✓	✓
Philosophy	✓	✓	✓
Physics	✓	✓	✓
Politics & Debate		✓	
Psychology	✓	✓	✓
Bespoke, Tailor-Made Programmes		✓	

**immerse**  
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