



LYCHEE LEARNING

# Tutor Job Description

## Introduction

At Lychee Learning, we believe in tailoring our approach to each student's unique learning style. You'll have the opportunity to create individualized learning plans, track progress, and inspire a love for learning. Whether you're supporting students in core subjects, test preparation, or specialized courses, your dedication will contribute to their academic success and personal growth.

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## About the Company

Our mission is to provide a distinctive boutique-style tutoring service catering to both expatriate and local students. Embracing the label of "boutique style," we position ourselves as a specialized and personalized learning resource within your child's educational journey. Our aim is not only to facilitate immediate academic success but also to equip students with the essential tools for self-sufficiency in the classroom.

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## Services

We offer different packages for one-on-one tutoring services for English, Mathematics, Science, and Study skills. The clients can choose once or twice a week packages that are either monthly (30 days) or Termly (10 weeks). Since we are still growing our cliental we are understanding of families situations and work around their schedule and make changes and adaptations as needed.

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## During Tutoring Responsibilities

As a tutor, you'll be responsible for personalized instruction, assessing academic needs, and fostering a positive learning environment. You'll travel to tutoring locations, ensuring a seamless experience for clients and serving as the primary point of contact for our organization. Beyond sessions, monitor student progress, adapt teaching methods, and collaborate with educators, parents, and professionals to contribute to overall academic success. Your role is pivotal in instilling confidence, enthusiasm, and effective study skills in each student.

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## Outside of Tutoring Responsibilities

As a tutor, your responsibilities extend beyond sessions. You'll tailor materials, track progress in Excel, and maintain communication with parents as our primary contact. Additionally, you'll provide consistent feedback to Lindsay, collaborate with educators, and contribute to a positive learning environment during travel to tutoring locations. Your multifaceted approach, encompassing preparation, communication, and assessment, is crucial to each student's overall academic success.



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## Hours and Pay

This is considered a full-time position with salary pay. This job does require hours broken up throughout the day as you will do your preparation before the lesson, travel to the tutoring session, and then do post-session work.

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## Extra Information

At Lychee Learning, we believe in fostering strong and lasting relationships with our team members. As part of our commitment to professional development and mutual success, we kindly request that all employees aim for a minimum commitment of six months to ensure a stable and productive work environment. We highly value the investment we make in our employees and strive to build a cohesive and supportive team. In the event that circumstances require a change in your employment status, we ask for a one-month notice to facilitate a smooth transition.