

Tutoring

An Overview

Who can work as a Tutor?

Tutoring is not regulated, so you do not need particular qualifications to work as a tutor. However, in order to get regular work, you usually need at least a degree, and if you are tutoring for GCSEs and A Levels, they often look for your degree to be in a relevant subject.

What are the pay and hours?

The hours are normally flexible and are mostly in the afternoons and evenings (when students have finished school).

The pay varies from £15-£30+, but this depends on your qualifications and experience, the level of your students (degree level usually pays most, primary often pays least), the area you live and whether you are with an agency (who may take a cut of your pay).

Agency work vs Independent/Self Employed

There are many tutoring agencies which you can sign up to. They provide you with a service (i.e. advertising vacancies, finding students, organising CRB checks etc) and you pay them. The charges vary, but usually they take an initial registration fee or commission for each lesson you provide, or both.

Alternatively, you can work independently as a self employed tutor. You will obviously need to do your own advertising to find students, but will also have to arrange your own tax affairs, insurance and CRB certificates (or equivalent).

Advertising

There are various places to advertise (see below for ideas). Make sure you have references and testimonials available as well as your CV. Work out the going rates of pay in your area and for the type of tutoring you want to offer to ensure you are competitive. Word of mouth is hugely important. The best advertising you can do is to do your job well and get recommendations.

Directories and agencies

There are many directories and agencies. Below are just a few large ones, but there are also regional agencies (i.e. for London) and specialist agencies for subjects (i.e. music tuition). They usually charge you fees, so it is worth searching around for the most suitable agencies for you and your experience before you sign up.

<https://www.kumon.co.uk>

<https://www.tutordoctor.co.uk/>

www.explorellearning.co.uk

<http://www.uktutors.com>

<http://thetutorwebsite.co.uk>

<http://www.hollandparktuition.com>

Leaflets and adverts – you can produce leaflets and post them round your local area. Research first. Try to find areas near to schools as this is where many families with children will live. Putting advert cards in local shops can also be a good way of finding work.

Own website – you can set up your own website to advertise your services. There are a number of free website hosting services, such as <https://www.yola.com/>

Social networking:

LinkedIn, Twitter and Facebook can all be used to advertise your services and let people know of vacancies. You can also advertise your services on sites like Gum Tree.

Safety

It is important that you are safe in your work and that your clients also feel safe. There are a number of things to consider.

1. **CRB check** – as a self employed tutor it is not essential to have a CRB check, but most of your clients will expect/want you to have one. It is not possible to apply for one as an individual, but you can apply for one under an umbrella organisation. Some tutors use a “Subject Access Request” from the police instead of a CRB – this is a certificate costing £10 showing what personal information the police hold about you and will include pretty much the same information as a CRB check. Some clients will not be happy with this though and prefer a full CRB. It is a criminal offence to work or seek work as a tutor if you are banned from working with children.
2. **Insurance** – It is not a legal requirement, but it is a good idea to have insurance. There are two types: Public liability – protecting you if your student incurs injury or damage to property whilst in your care. Professional Indemnity – protecting you in case you are sued for professional negligence (i.e. if your student sues for not getting the right grades in an exam)
3. **Personal safety** – If you are working alone and are either inviting people into your own home, or working in someone else’s home, there are some risks. Take sensible precautions, such as speaking to the person by phone before you meet, making sure someone else

knows where you are and when to expect you back and always have your mobile phone with you. If you feel uncomfortable or unsafe, then trust your instincts and stay safe. Be careful about giving your address and date of birth etc on your CV or other materials.

4. Child Protection – If you are suspicious about potential abuse, or if a child discloses information about abuse, then you have a responsibility to deal with this professionally. You also need to maintain professional boundaries with the children you tutor. Being alone with a child, physical contact with a child and socialising with a child all carry risks. Contact the NSPCC for more information on dealing with issues of abuse and maintaining professional boundaries.

Professional credibility

Consider joining a professional association as well as keeping your qualification certificates and staying up to date by attending courses or training. Have a learning contract/learning agreement with your students. Consider writing a blog or contributing to websites or articles relating to either tutoring or your specific subject.