

Job Description

Job Title	Centre Supervisor
Job Purpose	To maintain high quality standards within the Centres by supporting Teachitright staff, parents and students.
Location	Tuition Centres are located in Slough, Maidenhead, Burnham, Windsor, Ascot, Bracknell, Camberley, Reading, Stoke Poges and Gerrards Cross.
Hours:	Approximately 15 hours per week; 2 evenings per week on a rotation basis and all day Saturday.

Main Responsibilities

1. To facilitate the smooth running of each tuition centre, by supporting tutors in the service that is offered to parents and students.
2. In conjunction with Company owner, to set up a programme of visits to tuition centres to ensure that each location is visited on a regular basis to maintain high standards and quality control.
3. Meeting with prospective parents to ensure that the Teachitright brand is promoted and that parents are fully informed on the service that Teachitright offers. To facilitate trial lessons and answer questions about the classes, syllabus and the grammar school system.
4. To look for opportunities within the Centre and surrounding areas to advertise future courses.
5. To communicate with markers to ensure that they are marking and checking work to a high standard and are communicating issues back to tutors, for example non-completion of homework and extremes of standards.
6. To manage all Teachitright resources held by the Tutor and to liaise with HQ on stock inventory.
7. To update and manage all the Centre Policies, Regulations and Requirements.

Knowledge, skills, attitudes and experience required

- As the role is peripatetic, a driving licence is essential.
- A teaching qualification (e.g. PGCE, CertEd) or an educational background would be an advantage. In addition the candidate might have experience of teaching 11+ material e.g. verbal and non-verbal reasoning.
- Knowledge of 11+ exam board material and confidence in specific subjects e.g. verbal reasoning, non-verbal reasoning, English and numerical reasoning.
- Experience of working in partnership with parents.
- Proven communication skills and a confidence when dealing with people are essential.
- Organisational skills and an ability to multi-task.
- A “can-do” attitude and a willingness to get involved in all tasks required
- A positive disposition with a friendly and approachable manner