

JOB DESCRIPTION – SUBJECT-SPECIFIC TUTOR

OBJECTIVES

The Subject-Specific Tutor at KLS is responsible for delivering structured, outcome-driven tutoring sessions that improve students' academic performance in Mathematics, English, Physics, Chemistry, and Biology.

The tutor will implement KLS's four tutoring standards—diagnostic-driven instruction, structured intervention delivery, measurable progress tracking, and effective feedback. This role involves fostering a positive learning environment conducive to academic growth, as well as creating learning guides used during intervention sessions led by Learning Support Counsellors.

KEY RESULT AREA – TUTORING

- Deliver one-on-one or small group sessions aligned with KLS intervention models in specific academic subjects; including math, science, English Language Arts, and others as needed.
- Assess students to identify key learning gaps and tailor instruction accordingly
- Plan and deliver structured sessions (review, teaching, guided practice, independent task, feedback)
- Track and record student performance weekly with measurable indicators
- Escalate cases of no progress, low engagement, or poor attendance within 48 hours
- Maintain accurate records of tutoring sessions, student outcomes, and feedback to inform ongoing instruction and intervention strategies.
- Foster a positive and supportive learning environment that encourages student engagement, motivation, and academic growth.

KEY RESULT AREA – GROWTH & LEARNING

- Stay updated on best practices in tutoring, subject knowledge, and instructional strategies
- Apply feedback to improve teaching effectiveness and student outcomes
- Collaborate with Learning Support Counsellors to align on intervention plans and student needs

KEY PERFORMANCE INDICATORS (KPIs)

- Student satisfaction ratings.
- Improvement in students' grades and understanding of the subject matter.
- Timely completion of tutoring sessions and follow-up tasks.
- Positive feedback from students, guardians, and educational institutions.

REQUIREMENTS:

- Bachelor's degree in education, the subject area being tutored, or related field.
- Previous experience in tutoring, teaching, or academic support roles, preferably in the subject area(s) being tutored.
- Strong knowledge of the subject matter and curriculum standards with the ability to effectively communicate complex concepts to students.
- Excellent communication and interpersonal skills.
- Patience, empathy, and ability to adapt teaching methods to suit individual learning styles.
- Ability to work independently and collaboratively in a dynamic educational environment.
- Reliable internet connection and familiarity with online tutoring platforms

CORE SKILL SETS:

- Subject matter expertise.
- Adaptability and flexibility.
- Empathy and patience.
- Communication and interpersonal skills.
- Time management and organization.
- Ability to provide constructive feedback.
- Technological proficiency