



UK College of Arts and Technology

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New Campus: 703 Stockport Road; Manchester M12 4QN; United Kingdom
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Job Description

Job Title: Tutor
Responsible to: Jabran Ahmed Soni (MD)
Salary: negotiable
Status: Employed

Main Duties:

To deliver quality training by preparing lesson in advance and conduct professionally

Tasks included:

- Prepare lesson plans and course material well before lesson
- Keeping all the paper work required by college up to date all the time according to given content sheet
- Keeping Tutor folders up-to-date all the time
- Keeping class room tidy all the time
- Providing one to one and one to many tuition
- Preparing students for examination and help them to keep their work portfolio up to date all the time
- Keeping record of students attendance and withdrawal up to date all the time
- Keeping strong and healthy relationship with center coordinator in order to fulfill all the requirements of funders and other relevant author ties.
- Prepare summary of appraisals of students and report to center manager
- Prepare summary of courses at the end of the courses, reflecting retention and achievement
- Attend all the meeting required by college
- Provide valid reason for any absence with documentary evidence