

Responsibilities as an Evolutionary Tutor

Your success as an Evolutionary Tutor is based on how well you carry out your responsibilities. If you have any questions about your role and can't find the answer here, please reach out to Natalie via text (+61 425 109 996) or email (info@evolutionarytutors.com).

Responsibility	Details
Onboarding process	
Commitments as an Evolutionary Tutor	<p>As an Evolutionary Tutor, I commit to the following:</p> <ul style="list-style-type: none"> • Professionalism: I uphold a high standard of communication with Natalie and Darren, my students and their parents. • Following Process: I understand and follow the processes that have been designed to help me succeed as a tutor. • Being Prepared: I adequately prepare for each lesson to ensure quality learning experiences. • Providing Real Value: I am committed to providing real value to my student and monitoring their progress over time. • Speaking up: If I have any questions about my role or suggestions for how I could be better supported, I reach out to Natalie or Darren.
WWCC	I understand that I must have a valid WWCC to tutor students with Evolutionary Tutors.
Notify ET of other Tutoring roles	I understand I must notify Natalie and Darren if I take on tutoring jobs outside of my role at Evolutionary Tutors.
Taking on new students	
Respond to texts within 24 hours	When I receive a text from Natalie - I am expected to respond in 24 hours.
Be available to take on 3 students	In agreeing to be a tutor, I must be available to take on 3 students. This accounts for 3-5 hours a week.
Only take on students you can support in the long term	I understand that ET aims to provide real long term value to its students. Therefore I only agree to take on students that I can commit to tutoring in the long term. As a general rule, I am available to tutor them for a year.
Complete FCQ with each new parent	I contact new parents promptly to complete the FCQ and organise a first lesson. By understanding my student's goals and pain points, I can best provide real value to my students.
Communicate date of the first lesson	To make sure I am paid for my lessons, Natalie must confirm the parent's payment method before the first lesson. Therefore, I include the date of the first lesson in the FCQ and communicate this to Natalie.
Running the First Lesson	

Prepare for your first lesson.	My first lesson with each student will start with the FLQ. The remainder of the lesson will include either: (i) planning for future lessons in the lead up to the next exam / assignment; (ii) working on a topic the student would like to work on; and/or (iii) running through an assortment of practice questions to gauge the student's abilities.
Complete the FLQ with each new student	I am responsible for completing the FLQ in my first lesson with new students. By understanding my students' goals, pain points, and learning styles, I can best prepare for lessons in the future.
Administrative Tasks	
Log the first lesson on TutorCruncher	When a date for the first lesson is confirmed, I log this lesson on TutorCruncher as soon as it's organised. The parent will receive an email reminder a few days before the lesson, minimising the chances that the student will be late or miss the lesson.
Edit lessons before marking as complete	Before marking lessons as "complete" I check to make sure the lesson is logged at the right length of time e.g 1 hour or 1 hour 30 minutes. I can edit the lesson length before marking it as complete.
Log lessons and mark them as "complete"	Once I have completed a lesson, I mark it as "complete" on TutorCruncher. I will receive a payment order each Monday for any lessons I marked as "complete" in the previous week.
Complete Lesson Reports	When I mark as lesson as "complete" I will be directed to complete a short lesson report. Lesson reports are very effective in maintaining open communication with the parent about the student's progress.
Do not use ad hoc charges or travel charges	I do not use "ad hoc" or "travel charges" unless I have discussed this with Natalie. If I am unsure if something is chargeable or about how to log a lesson, I contact Natalie.
Reviewing essays or exam papers outside of lesson time is chargeable.	This applies to Year 11 and 12 students only. If my student would like me to review their essay or exam outside of lesson time, I let them know I am happy to do so at the normal lesson rate. As a rule of thumb, I do not charge more than 30 minutes to mark an essay or exam paper. I log this time on TutorCruncher as I would a normal lesson e.g. as "Reviewing Mod A essay."
Lesson preparation is not chargeable	I understand that planning and preparing for lessons (such as finding questions to work through) is not chargeable. If I have any questions about what is chargeable, I contact Natalie.
Organising the next lesson	
Confirm the next lesson at the end of each lesson	

Log the next lesson on TutorCruncher	Once I confirm the date and time for the next lesson and log this on TutorCruncher. I can set up recurring lessons on TutorCruncher by following these steps .
Keep communication open with students who haven't responded to organise a next lesson	If I have a first lesson with a student and they do not confirm a date for the next lesson, I text them to let them know how to reach me if they'd like any lessons in the future. E.g. "Hey Sarah, If you need any more help with Business Studies this year, feel free to contact me on this number"
Running consistent lessons	
Consistent lesson time each week	I understand that weekly lessons are most effective in providing long term value to my students.
Plan future lessons	I use the FLQ, training guide modules and resources available to plan future lessons. I plan lessons tailored to my students.
Tracking progress	I track my student's assignments and exam marks throughout the year. I understand that an improvement in results reflects that I have provided real value to my students.
Questions about lesson planning	If I am not sure how best to prepare for lessons with a student, I ask Natalie for guidance.
Pausing or discontinuing lessons	
Understand why students want to stop lessons	If a student wants to pause or stop lessons, I ask them if they have any feedback for me. Understanding why a student would like to discontinue lessons is important for my development as a tutor and helps ET improve its services to its students.
Provide 4 weeks notice when finishing lessons with a student	If I'd like to discontinue lessons with a student, I let Natalie know before communicating this with the student. This gives Natalie time to find a replacement and make the transition as smooth as possible for the student. I agree to give 4 weeks notice to allow ET to find a suitable replacement tutor.