

What are my Tutoring Duties?

Tutors plan lessons and tutor their learner on a regular basis, usually once or twice per week. However, ESLSAP tutoring is much more than simply providing language training; tutors also help their learners integrate into the local community. Tutoring sessions might include informal conversations, games, outings and sharing social events. It's really up to the tutor and learner to decide what kinds of activities work best.

The main tasks required of tutors are listed below. Your coordinator will provide more detail about your responsibilities in the face-to-face training session.

Community

- acquaints learners with community resources
- acts as a link to the community

Tutoring

- develops lessons that are tailor-made to the needs of learners
- tutors on a regular basis
- encourages learner input and feedback
- uses clear language
- gives positive encouragement
- maintains confidentiality

Tasks

- uses resources, references, and the coordinator's help to expand ESL subject knowledge and tutoring skills
- cares for and returns books and resources
- keeps a record of tutoring hours and lessons
- contacts the coordinator regularly
- notifies the coordinator when problems or concerns arise