

# ONLINE TUTOR

Online tutors support students who are studying courses over the internet

## Skills and knowledge requirement

You'll need:

- knowledge of teaching and the ability to design courses
- customer service skills
- knowledge of English language
- knowledge of computer operating systems, hardware and software
- knowledge of media production and communication
- the ability to use your initiative
- the ability to work well with others
- the ability to come up with new ways of doing things
- to be able to use a computer and the main software packages competently

## Day-to-day tasks

Your duties might include:

- setting clear rules for online behavior
- helping students develop their study skills
- acting as a point of contact for students' or parents' queries
- giving support by email, web chat, social media and telephone
- managing online discussion forums
- setting up audio and video conferencing
- conducting 'virtual classroom' lessons using web technology
- monitoring students' progress
- making sure tables are clean and tidy

## Working environment

You can work from home

*Reference: <https://nationalcareers.service.gov.uk/>*