THE UNIVERSITY of EDINBURGH
Careers Service

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#ExperienceWorks

Edinburgh's part-time and vacation job market
Tutoring

What can I do?

You could work as a private tutor within the home of your pupil, or at a tutoring college. Opportunities to provide a tutoring service entirely online are becoming more common, so you could be based in your own home with your laptop or pc.

Tutoring positions are also offered within individuals' homes and you are likely to be working alone with your student. For further information on lone working and staying safe, read our advice on Staying Safe and Spotting Scams., in the Typical Employers and Jobs section at www.ed.ac.uk/careers/looking-for-work/part-time-vacation .

The hourly rate of pay can seem very attractive (up to £20 per hour). You should bear in mind that you will be paid only for contact time with your pupils, but may also need to spend time preparing lessons.

As most of your pupils will expect no more than 2-3 hours per week of tuition, you may find you have to work with a number of pupils to earn enough money.

Many opportunities in this sector are offered on a self-employed basis. If you advertise your own tutoring skills and find your own clients you would also be self-employed. **International students are not allowed to work on a self-employed basis.**

Being self-employed means you are responsible for your own National Insurance and Tax contributions, and have to invoice the employer for the work you have done. Find out more about it at www.gov.uk/working-for-yourself/overview

Within the University any tutoring opportunities are usually only open to PhD students. Look at your School's webpage or ask teaching staff for information about this.

Where can I look?

- MyCareerHub. Access MyCareerHub from our website www.ed.ac.uk/careers
- Websites of tutoring colleges and tutoring agencies
- Edinburgh Gumtree www.gumtree.com/edinburgh

Read our advice on Staying Safe and Spotting Scams., in the Typical Employers and Jobs section at www.ed.ac.uk/careers/looking-for-work/part-time-vacation .

Read about your working rights, National Minimum Wage, National Insurance and Tax here: http://www.ed.ac.uk/careers/looking-for-work/your-rights-at-work

What do I need?

Besides a good knowledge of the subject you are teaching you will need the following skills:

- Patience and empathy
- Ability to build up a rapport quickly
- Knowledge of a particular curriculum
- Good communication skills
- Adaptability
- Ability to motivate
- Previous experience of tutoring will sometimes be required

If you work for a tutoring college they will probably provide you with teaching material. Ask them about this before accept a job.

Most part-time and vacation tutoring roles will not ask for a teaching qualification, although in some cases having one might give you an advantage.

Some tutoring agencies and tutoring colleges will expect you to have an Enhanced Disclosure certificate or to join the Protecting Vulnerable Groups (PVG) scheme. This scheme aims to ensure that people working with children have no known history of harmful behaviour. It costs about £60, which you'll usually have to pay yourself. www.disclosurescotland.co.uk/

What might be next?

If you are thinking about a graduate career in tutoring, training and development or education, tutoring experience can add value to your CV. To find out more these careers visit our website www.ed.ac.uk/careers/occupations.

The skills you develop in time management, organisation, and communication will be useful in any future career.

How can the Careers Service help?

The Careers Service website shows you how to apply for jobs. Find out about writing CVs and covering letters, application forms and going for interview at www.ed.ac.uk/careers/recruitment .

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