

“Tutor” job description

Job title: Tutor

Main office: Via Martiri della Libertà 9, Padova. Training venues are in the city centre.

Contract type: Contratto di prestazione occasionale or P. IVA. 12-20 hours/week, 1-10 times/year, based on confirmed courses.

Number of open positions: 1-3

Job overview: We are seeking highly motivated and skilled tutors to join our team and support our Erasmus+ teacher training courses within and outside the classroom. Our participants are school teachers from all over Europe: they move from their country to physically attend our teacher training courses for a very short time (usually one week). As our courses rely on providing an outstanding experience for our participants, the tutor will handle all logistical aspects with a strong emphasis on creating a seamless and enjoyable interaction between our teacher trainers and course participants. The tutor will be assigned to one or more courses on a week-by-week basis, contingent on confirmation of the courses during specific weeks. This role entails leading events and visits, being in charge of the assigned courses and managing any issue related to training venues, accommodation or activities. If you are looking for an opportunity to make a significant impact on education and take your career to the next level, we encourage you to apply for this role. Join our team and contribute to the growth and development of our Erasmus+ teacher training courses.

Reports to: Programme Coordinator or Programme Officer, depending on who assigned a course to you

Key responsibilities:

This is a dynamic job in a start-up environment with a variety of responsibilities, including:

- Welcoming teacher trainers and facilitating an efficient and effective interaction between teacher trainers and participants
- Leading opening and closing events of our courses with a friendly and professional approach
- Being the first point of contact to handle any challenge when onsite and to resolve customer complaints/queries related to training venues, accommodation or activities
- Detecting and reporting course participant needs to ensure the highest quality of training
- Organising the physical space of the learning environment and facilitating the setup and maintenance of classroom materials, learning resources, supplies, equipment and technological devices in conjunction with the training venue provider, paying attention to detail and comfort
- Supporting the trainer with classroom requirements, such as printing course material, certificates, technology/equipment, flipchart, projector, tests and feedbacks, ensuring a smooth and uninterrupted learning experience
- Organising coffee breaks and supporting cultural and social activities to help interact and connect with each other, network, and share ideas
- Managing administrative records, registers and learning agreements with utmost accuracy and confidentiality
- Leading activities and visits to organisations if required
- Supporting the participants in achieving success in their learning journey
- Attending the briefings/meetings with your manager to receive instructions and resources, exchange feedback, handover the information for the sign-off and plan future improvements

Weekends

Our courses usually are delivered Monday to Friday plus full-day trips/other activities on Saturdays. Participants usually arrive and leave on Sundays. As such, you might be on call and available to respond to an incident (should one arise) during weekends.

Travel

Courses usually take place in Padova (Italy). They might occasionally take place in other locations in Italy or abroad, so we might offer short-term contracts for those locations. Travel allowance and expenses as by your contract.

Career progression

This short-term contract not only offers the chance to contribute to the growth and development of our Erasmus+ teacher training courses, but also provides a platform to showcase your skills and abilities. Our organisation is always on the lookout for talented individuals to join our team and become a part of our mission in the long run. Your role can move up to one of the following roles:

- *Programme Officer:* join a full-time opportunity to be responsible for sales, management and administration of our Erasmus+ teacher training courses
- *Programme Coordinator* with more responsibility for curriculum and business development
- *Programme Manager* with more responsibility to lead the team of Programme Coordinators
- *Work experience manager* with more responsibility to manage the new work placement department
- *Managing Director* with direct responsibility to lead the company

Apply now to become a tutor and let's explore the possibilities of working together!

Compensation & Benefits

- Highly competitive hourly rate based on a predetermined number of hours
- Salary payments are processed weekly (P. IVA) or monthly (contratto di prestazione occasionale)

What we offer

- Welcome kit and onboarding programme
- International environment. Our language is English. Your work will have full European exposure and you will meet participants from many European countries! This job is a lifestyle!
- Opportunity for career progression: You will be part of a small but fast-growing start up team and get the opportunity to be involved in a wide range of work and eventually build and coordinate the future company plans.
- Agile work environment: We use smart tools for goal-setting, time-blocking and performance management. We collectively develop blueprints and kanban boards as a team effort to manage our workload in the cloud, reflecting a bottom-up cooperative creation process. Ready to conquer the workday!
- Team building activities: We believe effective team building builds trust, encourages communication, and increases collaboration. Enjoy fun activities and connect with the team!
- Opportunities to learn. From industry events like conferences, webinars or workshops to structured mentorship and on-the-job training to online learning, we ensure that you have the tools and framework to succeed in your career path.

What we are looking for

- **ATTITUDE**
 - Highly motivated and passionate about supporting course participants
 - Strong interpersonal skills and ability to interact with different types of individuals
 - Positive attitude towards learning and personal development
 - Detail-oriented and committed to delivering outstanding customer service
 - Ability to work effectively in a fast-paced and dynamic environment
 - Resourcefulness and ability to handle unexpected situations with flexibility
- **SKILLS**
 - Fluent in English and Italian – both at least C2. Proficiency in other languages is also highly valued as it may benefit our course participants with lower English language levels, particularly for activities conducted beyond the classroom
 - Excellent communication and presentation skills
 - Organisational and planning skills
 - Ability to manage multiple tasks simultaneously
 - Strong problem-solving and analytical skills
 - Proficient in using technology and technical equipment for classroom requirements
 - Ability to work collaboratively with a team and independently
 - Customer service and hospitality skills for providing a memorable experience for participants and trainer
- **KNOWLEDGE**
 - Knowledge of the pedagogical principles of adult learning is essential
 - Knowledge of best practices for classroom management and facilitation
 - Knowledge of and experience in teaching, mentoring, and training is required
 - Knowledge of cross-cultural communication and intercultural sensitivity is highly desirable
 - Knowledge of Erasmus+ mobility procedures and policies is desirable
- **EXPERIENCE**
 - Minimum of 1 year of experience as a tutor, teacher, or trainer in the field of adult education
 - Experience in education and training, preferably in teacher training or adult education
 - Experience in managing logistics for events or training courses
 - Experience in customer service or hospitality industry
 - Experience with Erasmus+ mobility projects is highly desirable
 - Experience in a multicultural and multilingual environment is highly desirable
 - Bachelor's degree or equivalent in education, business administration, or a related field

How we will measure your impact

- Feedback scores