Caledonia Tutors – Recruitment Process

We aim to be as transparent as possible with our recruitment process, this document details the standards all tutors must meet.

Pre-interview

Minimum requirements of prospective tutors to be considered:
- An undergraduate or postgraduate at a Russel Group University
- Studying towards a relevant degree
- Achieving minimum 2.1 in degree
- A grade achieved at level above level applying to tutor (e.g. A in 1st Year University Maths required to tutor Advanced Higher Maths)
- Tutoring experience or other relevant experience

Application process:
- Full page cover letter, marked against exemplary historical applications
- 1-2 Page CV, marked against exemplary historical applications
- Detailed transcript showing all university grades
- All school exam results

Interview

Applicants who make it to the interview stage will be tested in a 45-60 minute interview. The prospective tutor is marked out of 20 for the following categories:
- Mastery of content (tested through examination on relevant subjects and levels)
- Communication skills (discussion of CV/Cover Letter, teaching methods etc.)
- General application (Experience, degree performance, etc.)

Post-interview

The following additional documents are required before tutors are assigned their first student:
- Evidence of all exam results
- Disclosure PVG Membership
- Relevant personal details
- 2 references, academic and employer (where possible)

Active tutors

- Tutors are offered support whenever required, both in person and via online communications
- Tutors are provided with all necessary resources for tutoring