

Tutor Guidance

Using TutorCruncher

Your TutorCruncher profile must be completed before you begin working with us, so that we can offer you relevant tutoring opportunities. You can sign up at this link: <https://secure.tutorcruncher.com/avalon-education/signup/tutor/>. Once you are selected for a role, you will be added to the Job on TutorCruncher. Then, you should schedule the sessions with the student, add the Lessons to the Job on TutorCruncher, and mark them as complete afterwards.

As we bill our clients at the start of each month for any tuition planned for the upcoming month, it is important that all of the sessions planned for the month have been added by the beginning of the month. TutorCruncher is also used on our end to pay our tutors, and so it is important that all sessions are scheduled and updated diligently in order to ensure you are paid correctly.

Scheduling Sessions

Please schedule sessions directly with the student, provide them with a link for the session, and then add the Lesson to the Job's calendar on TutorCruncher. If you have a regular session time with the student, please add all anticipated sessions. Once each session is complete, please mark it as such on TutorCruncher.

Mock Interview Sessions

During mock interview sessions, please spend ~45 minutes of the 60 asking interview questions, and the remaining ~15 minutes on feedback, and answering the student's questions. The interview questions should be determined by yourself, based on your past experience. Please also include feedback in the Lesson Report on TutorCruncher..

Payment

Tutor payment is actioned on the last day of each month, when you will be paid for all sessions completed that month, according to TutorCruncher. As such, it is necessary that you mark each session as complete as soon as it is so, to ensure you are paid correctly.

Payment can generally be done any time after the session if requested, following the same process. Payment will come from 'AVALON EDUCATION LIMITED'.

Additional Tutors

We are constantly growing and are always looking for more tutors to work with across all subjects, and so are very appreciative if you introduce us to additional tutors who studied at Oxford, Cambridge, or other highly selective universities.

Breaches of Conduct

It is a breach of conduct to arrange sessions and payment with our students without going through us, and would result in a termination of your partnership with Avalon Education.