

AVALON EDUCATION

Tutor Guidance

Using TutorCruncher

You should create your account on TutorCruncher as soon as 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/>. TutorCruncher should also be used for scheduling sessions, and marking sessions as complete. It will be used on our end to invoice clients, and pay tutors, and so it is important that all sessions are scheduled and updated diligently.

Scheduling Sessions

Please schedule sessions directly with the student, provide them with a link for the session, and then add the session 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.

Interview Session Structure

During 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 then send a brief follow-up email to the student outlining any main points and recommendations regarding their performance (with info@avaloneducation.co.uk CC'd).

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 gained offers from Oxford or Cambridge, or from other highly selective universities.

Breaches of Conduct

It is of course 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.