

LONDON LAMDA LEGENDS

Tutor Job Description & Person Specification

This document sets out the job description and person specification for tutors working with London LAMDA Legends. It should be read alongside all policies, including safeguarding, data protection, and tutor agreements.

London LAMDA Legends is a specialist online tuition provider committed to developing confident, articulate communicators through structured preparation for LAMDA examinations. All tutors are expected to uphold the values of confidence, ambition, and kindness.

Tutors are engaged on a self-employed basis and are not employees of London LAMDA Legends. Tutors are responsible for their own tax, National Insurance, and financial record-keeping.

1. Role Overview

Role: Online LAMDA Tutor

Contract: Self-employed / Freelance

Location: Remote (UK-wide)

Rate: £18 per 30-minute session

Tutors are responsible for delivering high-quality, structured 1:1 online lessons, preparing students for LAMDA examinations while contributing to a consistent, professional learning experience across the organisation.

2. Pay Structure & Incentives

- Standard rate: £18 per session
- Tutor-referred students: £20 per session (first 5 sessions only)
- Reverts to £18 thereafter

Performance Bonus:

- A £15 bonus is awarded when a tutor-referred student successfully passes a LAMDA examination at Merit or above, subject to continued engagement and satisfactory performance

DBS:

- Tutors pay for DBS through London LAMDA Legends
- Cost is reimbursed after 10 lessons have been successfully completed and standards maintained

Payment Terms:

- Weekly invoice submitted on a Monday (covering previous Monday–Sunday)
- Payment made via bank transfer within 3–5 working days
- Tutors are responsible for their own tax and National Insurance obligations

3. Key Responsibilities

Teaching & Learning:

- Deliver engaging, well-structured 1:1 lessons via Zoom
- Follow London LAMDA Legends schemes of learning. These may be adapted to meet individual needs, but the overall structure and progression must be maintained
- Prepare students for LAMDA examinations, including advice on booking
- Provide clear, constructive feedback

Professional Practice:

- Maintain punctuality and reliability
- Communicate professionally with students and parents
- Maintain accurate records
- Submit invoices on time

Quality Assurance:

- Participate in lesson observations (including unannounced)
- Engage with feedback and continuous improvement
- Where teaching falls below expected standards, tutors will be required to improve within a specified timeframe

Safeguarding:

- Follow safeguarding procedures at all times
- Report concerns immediately to the Designated Safeguarding Lead (DSL), unless immediate danger requires emergency services
- Maintain professional boundaries
- Never communicate with students outside approved platforms (including social media)

4. Booking, Payments & Professional Boundaries

- All lessons must be booked and paid for through London LAMDA Legends
- Tutors must not arrange private lessons with any student, parent, or lead introduced through the company
- Tutors must not accept direct payment from students or parents
- Communication regarding bookings must remain within agreed systems

This restriction applies during engagement and for a defined period following

termination.

Any breach of this will be treated as a serious professional matter and may result in immediate termination.

5. Attendance & Reliability

Tutors are expected to maintain high levels of reliability.

- Reasonable notice must be given for any cancellations and these must be kept to a minimum
- Tutors must make every effort to reschedule missed sessions using our online system
- Repeated cancellations or unreliability may result in termination of engagement

6. Equality, Diversity & Inclusion

Tutors must:

- Promote equality of opportunity for all students
- Respect all backgrounds, identities, and abilities
- Adapt teaching to meet diverse needs
- Create an inclusive, supportive learning environment
- Challenge discriminatory behaviour where appropriate

7. Data Protection & Confidentiality

Tutors must:

- Handle all student data in accordance with GDPR
- Store information securely and only where necessary
- Avoid storing personal data on personal devices beyond necessity
- Not share personal data outside authorised systems
- Maintain confidentiality at all times

8. Person Specification

Essential:

- Qualified teacher (PGCE/QTS or equivalent)
- Degree in Drama, Performing Arts, English or related field (2:1 minimum)
- Minimum 5 years teaching experience (formal or participatory)
- Strong understanding of teaching and learning, including adaptation
- Excellent communication and interpersonal skills
- Ability to build positive, professional relationships with students
- High levels of organisation and professionalism
- Willingness to follow structured schemes of learning
- Enhanced DBS (or willingness to obtain)

Desirable:

- Experience preparing students for LAMDA exams
- Theatre / performance background
- Experience teaching online

9. Professional Standards

Tutors are expected to:

- Dress professionally for online delivery
- Deliver lessons from a suitable, distraction-free environment
- Uphold the reputation of London LAMDA Legends
- Engage positively with feedback and quality assurance

Tutors must not engage in conduct that undermines the organisation or its students.

10. Termination & Conduct

London LAMDA Legends reserves the right to terminate engagement where:

- Professional standards are not met
- Safeguarding expectations are breached
- Non-circumvention policies are violated
- Reliability expectations are not maintained
- Our values are not upheld

Termination may be immediate in cases of serious breach.