TUTOR / 01

DEFINE THE SUBJECT, STARTING POINT AND GOALS

Describe what the learner wants help with in observable, non-sensitive terms; leave assessment and instructional decisions to the tutor.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Subject, course or skill area - no learner name, school identifier or account details

Broad learner level or context and what materials are currently used

What feels comfortable now, based on observable work or learner feedback

Topics, tasks or situations where help is wanted - no diagnosis

One or two practical goals and how useful progress might be recognized

Important unknowns for the tutor to discuss privately before proposing an approach

Preparation only. Not a learning assessment, diagnosis, instructional prescription, accommodation plan, credential rule, safeguarding procedure, school-record form, or result guarantee. Keep private learner information out.

TUTOR / 02

PLAN FORMAT, SCHEDULE AND COMMUNICATION

Record preferences that affect fit while keeping private records and sensitive learner details out of the workbook.

In-person, online or flexible format preference and general location needs

General days, time windows, session-length preferences and scheduling constraints

Individual or small-group preference and questions for the tutor to assess

Technology, accessibility or permitted-material coordination questions - no passwords or private records

Who may receive updates and the preferred non-sensitive communication method

Cancellation, rescheduling, absence and between-session contact questions

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TUTOR / 03

PREPARE FOR A TUTOR APPROACH CONVERSATION

Tick what is ready. The tutor should explain assessment, session planning, materials, progress review and private information handling.

- [ ] The subject and goal are described without learner identifiers
- [ ] Starting-point notes are observations, not a diagnosis
- [ ] Private school, disability, medical and account records stay out
- [ ] Each tutor will receive the same non-sensitive brief
- [ ] The tutor will explain how needs and materials are reviewed
- [ ] Session structure and between-session expectations will be written
- [ ] Progress review and communication recipients will be agreed
- [ ] No academic result, score or timeline is treated as guaranteed

Tutor experience, training or supervision relevant to the subject and learner level

Proposed starting-point conversation, session structure and permitted-material coordination

Progress-review, communication, written-scope, scheduling and privacy approach

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TUTOR / 04

QUESTIONS FOR A TUTOR

Record how each tutor would understand the learner, structure sessions, review progress and communicate for the same brief.

Experience: what training or supervision is relevant to this subject, level and format?

Starting point: how will you learn about current needs and goals before proposing an approach?

Sessions: how do you structure time, coordinate materials and handle work between sessions?

Progress: how will you review progress and adapt without guaranteeing a result?

Communication: how are updates, privacy, scheduling changes and concerns handled?

Proposal: what is included, excluded, still to confirm and provided in writing?

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TUTOR / 05

COMPARE THE SAME TUTORING BRIEF

Use A and B in every box. Compare only after both tutors receive the same non-sensitive goals, preferences and schedule context.

Tutor A / Tutor B / discussion dates and the same subject-and-goal brief

Relevant experience, training, starting-point approach and session structure - A / B

Materials, progress review, communication, scheduling and privacy approach - A / B

Written scope, included time, exclusions, terms, open questions and overall fit - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Tutor request. Share a non-sensitive subject, starting point, learning goal, format and schedule so participating pros can compete with proposals. Compare experience, session approach, communication, progress review, written terms and fit; a private learning-needs conversation may be needed before a final proposal.

One request. Every pro's best offer.

Start a request

Participation varies. A private learning-needs and scheduling conversation may be needed before a final tutoring proposal.

Planning guide: https://www.pickyourpro.ai/services/tutor

Institute of Education Sciences: High Quality Tutoring (official reference)

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