

Recruiting tutors for the after-school revision class in Design and Applied Technology

Job duties: Responsible for giving guidance for secondary Five and Six students in doing DSE past paper exercises and in completing the School Based Assessment

Qualification requirements: Degree student or graduate and attained a level 5 or above in Design and Applied Technology of the Diploma of Secondary Education Examination.

Class period: 1 day per week (on school days)

Each session lasts for 2 hours, and subject to adjustment when necessary

Interested applicants can fill in the application form and submit it on or before November 2, 2021 by email (tss@teacher.cwgc.edu.hk) to Mr. Tai Sam Shing.

Welcome to contact Mr. Tai Sam Shing for details at 2604 9762.



Christian Alliance Cheng Wing Gee College

Application Form for External Tutor

Name in English : _____ Name in Chinese : _____

Date of Birth : _____ HKID No. : _____ Marital Status : _____

Religious : _____ Church Attended (if any) : _____

Home Address : _____

Telephone : (Residence) _____ (Mobile) _____

Education / Other Qualifications

Working Experience

Special Skills

Signature : _____ Date of Completion : _____

For School's Use Only

Date / Time of Interview : _____ Name of Interviewers : _____

Interview Result : **Recommended** **Not Recommended**

Reason : _____

Signature of Interviewer(s) : _____

Christian Alliance Cheng Wing Gee College
Design and Applied Technology Panel 2021 – 2022

S.5&S.6 Small Group Tutorial

Tutor : S.6 Graduate and Alumni

No. of lessons : 10 -15 lessons

Date : Nov 2021 – Aug 2022

Time : 4 : 30pm – 6 : 30pm

Duration : 2 hours / lesson

Mode : Face-to-Face Tutorial

Tutor qualification: DAT Level 5 or above / University qualification related to product design

Salaries Rate :

\$200 / hour (DSE Level 5)

\$250 / hour (DSE Level 5*/University qualification related to product design)

Target participants: Level 3 to Level 4 students and Level 2 to Level 3 students

Tutor's duties:

1. Make a schedule of all the lessons.
2. Attend each lesson punctually. Report a sick leave no later than 12p.m. on the lesson day. Conduct a make-up class later on.
3. Remind students the next lesson date and time.
4. Follow up the absentees who make no prior notice.
5. Preview the past paper exercises & requirements of SBA and their solution before the lesson.
6. Mark students' exercises and explain the mistakes to students.
7. Keep students' attendance record.
8. Sign the attendance record after lesson.
9. Report the progress of students to the subject teacher regularly.
10. Return the attendance record to the subject teacher after all lessons.
11. Report to the subject teacher regarding any difficulties in attending and conducting the lessons due to whatever reasons.