

Licensed Literacy Circle Tutor



LiteracyCircle

LiteracyCircle has made owning and running your own successful tutoring business easy. No franchise set up costs, franchise fees or franchise rules to adhere to.

The '**LiteracyCircle Tutor License**' gives you full access to all **LiteracyCircle** programmes, products, training and allows you to teach in any location, sell **LiteracyCircle** product and charge fees that are both suitable to you and your client. There are no royalty fees.

You will be listed on the **LiteracyCircle** web site and be able to advertise your own contact details, qualifications and subjects taught in addition to English. Customers can contact you directly or through the **LiteracyCircle** call centre, 1300 364 271.

Detailed information about becoming a Tutor is attached "Licensed Literacy Circle Tutor—summary".

Potential Earnings

Literacy Circle recommended tutor rates: one hour private \$89; one hour group class of six students \$250 (price includes a weekly materials fee).

Applying to be a Tutor

If you are interested in owning a small tutoring business please call Jaki or Bill on 1300 364 271 and book into the Information Session.

Free Tutor Information Session

A free Tutor Information Session will be held for interested tutors. The session is an opportunity to find out more about Literacy Circle programmes and License, see the programmes and products and speak to us.

Time: 6:00pm - 7.00pm

Date: Thursday 10th December,

Location: Shop 17, Tramore Place, Killarney Heights

Bookings essential: to book call 1300 364 271.

Tutor Training

The next Tutor training session will held on

The 15th, 16th and 17th of December 2009.

Bookings are essential and places are limited.

Special Offer

The first five people that

purchase a

'LiteracyCircle Tutor License'

will receive the December 2009

training session for

FREE

Note: applicants must be approved by Literacy Circle prior to the training.

Licensed Literacy Circle Tutor - summary



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How to apply: To apply simply email your resume to jaki.edwards@literacycircle.com.au or call 1300 364 271. Literacy Circle will contact you to discuss your eligibility and if you are successful, organise an interview. Successful applicants will then be invited to attend a training session.

Are you eligible to apply: If you are a teacher or in specific cases a child care professional with literacy experience, you are eligible to apply. All tutors **MUST** provide proof of a police check for Working with Children before training can commence. All Licensed Tutors are also required to become a member of the Australian Tutoring Association (www.ata.edu.au), comply with the ATA code of conduct and obtain public liability insurance (an optional part of the ATA membership).

What makes a good Literacy Circle Licensed Tutor: A tutor will have knowledge and understanding of the importance of phonemic awareness and phonics when teaching children to read. Grammar, comprehension, spelling are also very important skills a tutor needs to be able to demonstrate. Tutors must be engaging and know how to make learning fun.

Teaching Locations: There are no restrictions on where the tutoring takes place, other than it must be in a safe environment.

Training: All successful applicants will complete a training session at Literacy Circle (Killarney Heights) or via virtual classrooms. Tutors are trained on Literacy Circle programme content and delivery with theory and practical demonstrations. Tutors are also given administration training. A successful Licensed Tutor will have passed all written tests and practicals to ensure the Literacy Circle high standard to teaching is maintained. The initial training fee varies according to qualifications and skill, ranging from \$550 to \$2200 inc GST.

Class and Student Management: The Literacy Circle web based data management system is available for licensed tutors. This system manages students/family contact details, timetabling, enrolment and student payments.

How do you get students?: Literacy Circle is well marketed in Sydney as well as internet marketing Australia wide. As a tutor you nominate either a location or area of preference. As enquiries are received through the 1300 364 271 number, they are forwarded on to you and the assessments booked into the web based data management system. It is then up to you to contact the enquiry and book the student into tutoring. Each tutor has a page on www.literacycircle.com.au that provides information about all current Licensed Tutors including: contact details, qualifications, subjects taught, area for tutoring and testimonials. You will be responsible for local marketing initiatives.

Tutoring payments: Literacy Circle provides recommended rates of \$89 for a one hour private class or \$42 for a group class, however Licensed Tutors are able to set their own tutoring rates. Invoicing and collection of fees is the responsibility of the Tutor. No royalties are payable to Literacy Circle on such fees. You will require and ABN.

Teaching resources: A start up teacher kit is provided to all Tutors. Additional teaching resources can be purchased from Literacy Circle.

Student resources: Students who have enrolled with a '*Literacy Circle Licensed Tutor*' are to be taught using the Literacy Circle programme and workbooks. Tutors are able to purchase the programmes and workbooks at wholesale prices from Literacy Circle and on sell to the students at the recommended retail price. Photocopy or reproduction of any programme or workbook is strictly prohibited. You also have the opportunity to sell additional student workbooks and resources.

Annual License fee: A Literacy Circle Tutor License is only issued for a 12 month period. The initial start up License fee is \$1,000 (inc GST) and includes a teacher start up resource kit and 12 months registration. Renewing the Annual Licence is only of \$770 (inc GST) and includes a retraining session to ensure every tutor is well trained and if kept up to date with Literacy Circle curriculum developments. There are no royalty fees paid.

Application cost: Applying to be a tutor is free.

About LiteracyCircle



LiteracyCircle

LiteracyCircle was founded with a single-minded focus and passion for literacy.

Based at Killarney Heights, Sydney Australia Literacy Circle now distributes English **reading, writing** and **language** programmes and training throughout Australia and exports to Asia.

Our beginnings are centred on the belief that without competence in English literacy the future of any student is limited. So accepting no reason for failure, we have created our programmes based on the latest research and tested and modified these programmes in the classroom to ensure they work; and they do.

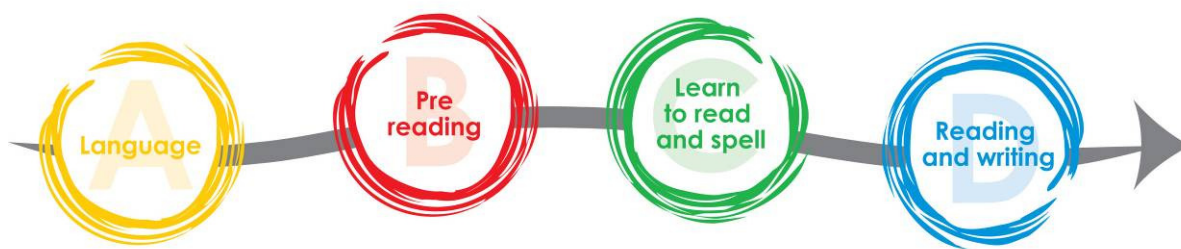
Our methodology is based on **explicit / synthetic phonics** but utilises all strategies to meet the particular requirements of individual students, be they from a non English speaking country, or with learning difficulties.

The success of our programmes relies on a **systematic development** of a student's skills starting with the oral skills of language and phonemic awareness, followed by alphabet mastery, then introducing phonics and tackling the issues of graphemes (letter or combination of letters that represent a single sound).

Students can enjoy the LiteracyCircle experience by enrolling in a class with a LiteracyCircle Licensed Tutor or at the Literacy Circle head office, by purchasing products to use in the home or through a Literacy Circle licensed pre-school.

The programmes are backed up with products that are complete, systematic and fun for the students.

This is the Literacy Circle suite of **programmes**.



Literacy **FoundationSteps**

- Phonology
- language rich
- fine motor skills
- enriched vocabulary
- speaking skills
- from 3 years

Literacy **LittleSteps**

- pre-reading skills
- pre-writing skills
- phonemic awareness
- sounds and words
- speaking skills
- fine motor skills
- from 4 years

Literacy **BigSteps**

- decoding skills
- English vocabulary
- oral reading skills
- comprehension
- sight vocabulary
- spelling skills
- handwriting
- from 4 years

Literacy **PowerSteps**

- Reading comprehension
- Handwriting
- Listening skills
- Grammar
- Spelling
- Advanced reading
- From 5 years

Learn to Read

LiteracyCircle

has developed

a simple

method using

phonic clues to

help a student

learn to read .