



Academic Success Coach

Thanks for your interest in joining our team! Here is some additional information about the role and what we are looking for. :)



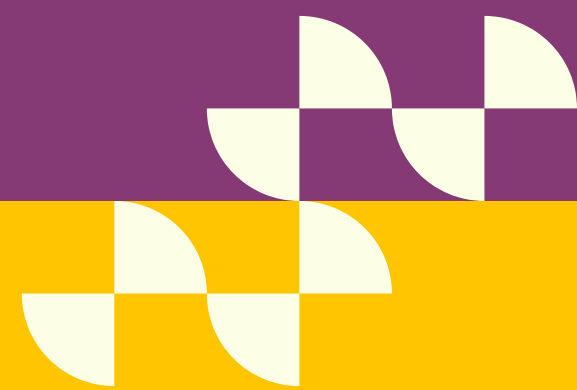


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Introduction

Welcome!

We're so glad you're here and interested in joining the Lighthouse Tutoring team.

At Lighthouse, our focus is simple:

Support students, build **confidence**, and create a **positive learning** experience.

This will give you a clear picture of who we are, what we do, and what tutoring with us looks like.



Marley McFaul

Director of Operations



Nolan Steen

*Lead Tutor
Curriculum Coordinator*

“Every child learns differently – our job is to meet them where they are and walk with them toward where they want to be.”

Who We Are

Our History

We started as a small side hustle, with a tutor meeting students in local coffee shops and food courts and a marketing guru leading the socials.

As demand grew, so did our vision. Within three years, we expanded into dedicated learning spaces in Picton, Belleville, and Stirling, built a strong team of tutors, and supported hundreds of students across the region.



Our Mission

Our mission is to provide individualized, curriculum-aligned support that builds confidence, strengthens skills, and empowers students to reach their full potential.

We are committed to professionalism, consistency, and meaningful progress - ensuring every session reflects the care, attention, and quality that families expect from Lighthouse.

“
From humble beginnings to trusted community partners - our growth reflects our commitment to students, families, and excellence in education.

What We Believe

Values & Teaching Approach

At Lighthouse, our approach is grounded in compassion, patience, and intentional teaching.

We believe that learning should feel **encouraging** - never overwhelming - and that confidence is just as important as curriculum.

Every student is unique, and every session reflects that.

Our goal is to create an environment where students feel supported, understood, and proud of themselves - whether they're building foundational skills or tackling new challenges.



Student-Centred Learning

Every decision we make begins with **what is best for the student**. We meet each learner where they are, support them at their pace, and celebrate their progress - big or small.



Professionalism & Accountability

We represent Lighthouse in everything we do. Tutors arrive **prepared, communicate clearly, follow expectations, and maintain the level of professionalism** that families trust us for.



Consistency

Students thrive on **routine, trust, and predictability**. We show up, we follow through, and we provide consistent support that helps students build confidence over time.



Communication

Clear **communication** with families, the Lighthouse team, and students is at the core of our success. We keep **parents informed, session notes detailed, and always reach out** when something needs attention.

What We Do



We support students from K - 12, whether they need help catching up, staying on track, or being challenged beyond classroom expectations.

We work with a wide range of learners, including:

- Students needing homework help or skill reinforcement
- Students preparing for tests, assignments, and projects
- High school students working toward graduation requirements
- Students who benefit from structure, accountability, and confidence-building
- Students with diverse learning needs, including ADHD, anxiety, and learning differences



Each session is tailored to the student's goals, learning style, and pace - ensuring progress that is meaningful, measurable, and motivating.

At Lighthouse, tutors provide:

- Homework support
- Curriculum-aligned instruction
- Skill-building in literacy, math, and subject-specific areas
- Executive function strategies (organization, planning, study skills)
- Regular communication with families
- Confidence-based encouragement and positive learning experiences

Sessions

What A Session Looks Like

A typical tutoring session at Lighthouse follows a structure that helps students feel supported, confident, and engaged - while giving tutors a clear roadmap.

1. Check-In & Warm-Up (2-3 min)

A quick conversation or short activity to build rapport and see how the student is feeling that day.

2. Review & Homework Support (10-15 min)

Go over homework, class material, or any upcoming assignments or tests.

3. Targeted Learning Focus (15-25 min)

Work through planned curriculum-aligned skills, practice activities, or strategies based on the student's goals and progress.

4. Independent Practice (5-10 min)

The student applies what they've learned with guidance — building confidence, independence, and problem-solving skills.

5. Wrap-Up & Next Steps (2-3 min)

Review what was accomplished, celebrate progress, and outline what's next.

After the Session: Tutors record attendance and a short session summary in TutorBird so families stay informed.



“Our structure gives tutors clarity and students comfort – but every session still feels personal and flexible.”

The Role

Expectations & Responsibilities



As a Lighthouse tutor, you'll play an important role in supporting students and representing our brand.

Here's what we expect from our team:



Deliver Curriculum-Aligned Instruction

Follow lesson materials and guidance provided by our **Curriculum Coordinator** to ensure students learn what aligns with their goals and the Ontario curriculum.



Complete Session Notes & Attendance

After each session, **record attendance and add a quick session summary** so families and our team stay informed.



Maintain a Clean & Organized Workspace

Keep your tutoring area **tidy and reset materials** so the next tutor or student walks into a welcoming space.



Arrive Prepared & On Time

Arrive **5-10 minutes** early, review the **lesson plan beforehand**, and come ready to support the student with confidence and patience.

Scheduling & Availability

At Lighthouse, most tutoring sessions take place after school and in the early evenings, when students are available. We also offer limited morning and weekend options based on demand.

	Morning	After School	Evening
Monday	Optional	Peak Time (3 - 6pm)	Peak Time (6 - 9pm)
Tuesday	Optional	Peak Time (3 - 6pm)	Peak Time (6 - 9pm)
Wednesday	Optional	Peak Time (3 - 6pm)	Peak Time (6 - 9pm)
Thursday	Optional	Peak Time (3 - 6pm)	Peak Time (6 - 9pm)
Friday	Optional	(lighter)	(lighter)
Weekends	Case-by-case	—	Case-by-case



**Tutors select their availability, and we schedule students within those hours.
Once assigned, schedules stay consistent week to week.**

Compensation & Growth

At Lighthouse, we believe great work should be recognized and rewarded. In addition to hourly pay, tutors have the opportunity to earn bonuses and increase their rate over time based on **performance, consistency, and professionalism.**



Performance-Based Monthly Bonus

Tutors may qualify for a monthly performance bonus based on:

- Consistent attendance and punctuality
- Strong communication
- Professionalism and preparedness
- Positive family/student feedback
- High-quality, curriculum-aligned instruction

(Full criteria and details are provided once hired.)



Wage Review After Probation

After the three month probation period, tutors may be eligible for a pay increase based on:

- Reliability and consistency
- Student progress
- Feedback from families and our team
- Alignment with Lighthouse values



Room to Grow

As we continue expanding, tutors may have opportunities to:

- Take on more students and hours
- Tutor in additional subjects or grade levels
- Support curriculum development
- Step into leadership or specialty roles

Support, Resources & Training

You won't be expected to figure everything out on your own - Lighthouse tutors are fully supported from day one. We provide the tools, structure, and guidance needed so you can feel confident and successful in your role.

Team Support When You Need It

Questions are always welcome. Whether you need help with a teaching strategy, a student challenge, or ideas for engagement - our team is here to help.

Curriculum Support & Lesson Materials

You'll have access to guided lesson plans, teaching resources, and learning tools aligned with the Ontario Curriculum - created and overseen by our Curriculum Coordinator.

Training & Onboarding

New tutors receive training on:

- Our teaching approach
- Student-led learning strategies
- Reporting and communication
- Session structure and expectations

You'll also have ongoing access to refreshers as needed.

Tools That Make Tutoring Easier

We provide:

- Access to TutorBird for scheduling and notes
- Checklists and templates
- Student success strategies
- Optional enrichment or extension activities



Contact Us

- **Text/Call:** 613-707-7199
- **Email:** info@lighthouse tutoring.ca
- **Website:** lighthouse tutoring.ca
- **Serving:** Picton, Belleville Stirling, Napanee