**Job Description – Tutoring Plus Coordinator**

**Post Title:** Tutoring Plus Coordinator

**Responsible to:** Tutoring Plus Manager

**Salary:** £24,960 per annum

**Holiday entitlement/Pension:** Holiday entitlement will be 33 days per annum (inclusive of Bank Holidays), Employee Assistance Programme and access to an employee perk-based platform. The Tutor Trust also provides a contributory Government-backed NEST pensions scheme, which is offered to our employees after the qualifying period.

***\*Tutor Trust is currently operating hybrid staff working patterns, with an element of WFH offered to all staff\****

**About Tutor Trust**

We’re a proudly Northern charity that believes in equity in education. We do our bit to achieve that by partnering with schools and education providers, to enable their young people to work alongside inspiring and motivating tutors – an opportunity they may not otherwise have.

We know that our high-quality tuition helps improve young people’s academic attainment, wellbeing, and self-confidence, and supports their personal aspirations.

Over the past four years, we’ve had an opportunity to reach more young people than we have before through government funding of the National Tutoring Programme. This is now wrapping up and we’re at a pivotal moment, ready to engage new school partners, donors, peers in the sector and the new Labour government.

**Our values**

What we stand for and practise in everything we do at Tutor Trust:

|  |  |
| --- | --- |
| Scales of justice with solid fill | We believe in fairness |
| Sparkler with solid fill | We are passionate about making a difference |
| Care with solid fill | We are inclusive and supportive |
| Bar graph with upward trend with solid fill | We are quality-focused |
| Lights On with solid fill | We are ambitious |
| Pencil with solid fill | We learn |

**Benefits of working at Tutor Trust**

* Hybrid work model (2 days in the office)
* Competitive leave - 33 days per annum (inclusive of Bank Holidays, pro rata)
* Flexible working including Time Off In Lieu (TOIL)
* Health and Wellbeing (Employee Assistance Programme, 24-hour GP service, mental health support and benefits platform, Perkbox)
* Enhanced Family and Sick Leave (after a qualifying period).
* Recognition and Culture (Thanks & Recognition, Highlights, team events)
* Learning and Development (knowledge sharing, staff-led groups

**Job Purpose**

The Tutoring Plus Coordinator post is an exciting role with Tutor Trust that provides an opportunity for candidates to grow and develop new and existing skillsets. The role involves a combination of people-facing and administrative tasks, including: forming and maintaining strong relationships with school contacts, tutors, parents, Virtual School teams and other key stakeholders; leading introductory and review meetings; coordinating tuition sessions, registers, school invoices and tutor payment; liaising with local authorities and alternative provision settings to provide support for pupils who are Looked after or in alternative provision.

Coordinators’ main responsibilities are working with schools and tutors to organise tuition and ensure that its everyday delivery is efficient and properly recorded. The Tutor Trust is committed to monitoring the impact of tuition and is therefore highly data-driven in approach, whilst also being dedicated to a hands-on and personal approach with partners. This combination provides a balance to the role that enables candidates to explore various aspects of coordination and cultivate numerous transferable skills.

 You will also have the opportunity to support the tutor recruitment and training process and help to ensure that it runs smoothly. You will maintain and improve systems for the benefit of all our tutors, including ongoing tutor support.

If you have solid relevant experience, have the best interests of young people at heart plus a desire to work with an innovative charity, then this could be the role for you.

**Main Functions**

* Advertise and allocate tuition to tutors, conduct induction meetings with tutors to determine any additional training needs for assignments and attend meetings with providers to set up and monitor on-going tuition assignments. This includes leading meetings in schools, alternative provision settings and in homes
* Recording, monitoring and approving tuition sessions and their outcomes (feedback and baseline/endpoint assessments) using The Tutor Trust’s sophisticated CRM
* Attend and occasionally lead partnership meetings with TLC, Prince’s Trust and other charities to discuss the progress of the projects and the children and families within it. This includes meeting with social workers and other key contacts
* Provide administrative support for The Tutoring Plus team in both internal and external meetings
* Assist with external communication
* Take part in general induction presentations and other events to promote the Tutor Trust both internally and externally
* Ensure that the appropriate Impact Data is collected from both tutors and providers. This enables our Quality and Impact Team to gather vital evidence of the progress children make when receiving tuition
* Provide timely and accurate reports on Tutoring Plus tuition progress for both team and external meetings
* Organise cover for tutors that are absent due to sickness, exams etc.
* Promote The Tutor Trust tuition services to AP and LAC providers across Greater Manchester, Merseyside and West Yorkshire.
* Help with preparation for The Tutor Trust events aimed at a range of stakeholders
* Be involved in the recruitment process for tutors, including short listing, interviewing and training
* Assist other staff to complete a variety of administrative tasks that enable the Trust to operate effectively and efficiently
* Any other duties commensurate with the grade and nature of the post

**Person Specification**

Good candidates for this role will be high achievers, with excellent IT and English skills, diplomatic and inter-personal skills, and plenty of initiative.

Skills

* Educated to degree level or can demonstrate experience of administrative skills in a previous role (either paid or voluntary)
* Excellent communication skills with ability to establish a rapport and communicate effectively with stakeholders at all levels and from all sectors
* The ability to work under pressure to cope with multiple demands and deadlines, to work fast and to a consistently high standard
* Be a team player but also able to work independently when required to do so
* Excellent organisational skills
* The ability to manage office systems and contact databases and to use them effectively
* Be able to write fluently, to think clearly and to grasp new concepts quickly.
* To be fully IT literate and able to pick up new skills quickly

Attributes

* Demonstrate a commitment to the goals and drivers behind the Tutor Trust
* Enthusiasm and ability to contribute to the successful development of the Tutor Trust
* A willingness to travel to meet with stakeholders across Greater Manchester
* Willingness to undergo DBS clearance and be committed to Safeguarding children
* Have strong organisational skills with a commitment to accuracy and attention to detail
* Be able to prioritise and manage tasks
* Experience of tuition/working in schools/working with young people is desirable but not essential

**APPLICATION INFORMATION**

Closing date for applications: **Wednesday 23rd October 2024**

Interviews to be held: **Tuesday 29th October 2024**

Salary: £24,960 per annum & Contributory Pension

Start date: ASAP

Candidates are required to complete an application form and supply a cover letter outlining how they meet the requirements of the role. You must also complete the attached Equal Opportunities Monitoring Form.

To apply, please email all documents to: careers@thetutortrust.org

**The Tutor Trust is an Equal Opportunities Employer.**

**All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.**

For further information: [www.thetutortrust.org](http://www.thetutortrust.org)

All positions at The Tutor Trust are subject to satisfactory references and enhanced DBS check.

**The Tutor Trust is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.**