**Job Description – Hartlepool Part-Time Tutor**

**Post Title:** Hartlepool Part-Time Tutor

**Responsible to:** Strategic Partnerships Manager

**Hours:** 12-5pm Monday to Friday (25 hours per week)

**Salary:** £17,214 (FTE £24,960) per annum

**Holiday entitlement/Pension:** Holiday entitlement will be 33 days per annum (pro-rata, 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.

***\*Please note this is a fixed-term role until 31st August 2025, with the potential of transition into a permanent position based on performance and organisational needs\****

**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 Hartlepool Part-Time Tutor post is an exciting role with Tutor Trust.  You will plan and deliver tuition to primary/secondary school-aged pupils (from 9-16 years old) across Hartlepool in Maths and English on a 1:4 ratio and complete appropriate paperwork relating to tuition with pupils (register, feedback sheets, etc.) You will liaise with the Strategic Partnership Manager, Hartlepool Programme Coordinator and the quality team. You will also support other tutors as appropriate and be involved in Tutor Trust tutorials and training where required.

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**

* To plan and deliver tuition to primary/secondary school aged pupils (from 9-16 years old) across Hartlepool in maths and English on a 1:1 to 1:4 ratio.
* To complete appropriate paperwork relating to tuition with pupil (register, feedback sheets, etc.)
* To liaise with the Strategic Partnerships Manager, Hartlepool Programme Coordinator and the Quality Team.
* To undergo any appropriate training throughout the role to enhance the quality and impact of tutoring delivery.
* To support other tutors as appropriate.
* To be involved in Tutor Trust tutorials and training where required.
* 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

* One year of experience of working with children and young people in an educational environment required or QTS.
* Ability to tutor maths and English to a standard desirable.
* Must have achieved a minimum of Grade B/6 at GCSE in Maths and English.
* Understanding of the National Curriculum, GCSE syllabus and have a broad understanding of policy issues and educational best practice relating to improving pupil achievement at Key Stage 2 (and ideally at Key Stage 3 and Key Stage 4).
* The ability to work with children from complex backgrounds and with complex needs.

Attributes

* Bright, enthusiastic, and well-motivated tutor confident in dealing with young people.
* Robust and resilient character with excellent time-management skills.
* Demonstrate a commitment to the goals and ethos behind the Tutor Trust.
* Enthusiasm and ability to contribute to the successful development of the Tutor Trust.
* Access to a full driving licence and car is desirable, but not essential.

**APPLICATION INFORMATION**

The job is a **fixed-term role from 2nd December 2024 – 31st August 2025** with the potential to transition into a permanent position based on performance and organisational needs. The central Tutor Trust team is based in the Manchester office, however this job is a full-time, position with frequent travel required across Hartlepool to deliver tuition. All reasonable travel expenses on Tutor Trust business will be reimbursed (not including your regular commute from home to the Tutor Trust working space in Hartlepool).

Closing date for applications: **Tuesday 12th November**

Interviews to be held: **Thursday 21st November (remotely via Microsoft Teams)**

Salary: £17,214 per annum & Contributory Pension

Start date: **Monday 16th December**

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](mailto: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.**