

VACANCY

Action Tutoring Curriculum and Training Manager

Job Title	Curriculum and Training Manager
Line Manager	Chief Executive Officer
Location	London office: 15 th Floor, Tower Building, 11 York Road, SE1 7NX. We would consider remote working for this role for the right candidate, but regular visits to the London office and travel to support regional staff would be required.
Salary	£28,000 pro rata.
Contract and Hours	Part time, permanent contract subject to satisfactory 6-month probation period. 3-4 days per week (22.5 – 30 hours)
Benefits	25 days holiday per year pro rata plus bank holidays; employer contribution to pension following 12 months service. Please note that due to the nature of our work with schools it may not always be feasible in this role to take holiday during term time.
Start Date	June or July 2017
Application	Please submit a CV and cover letter, stating clearly why you would like to work for Action Tutoring and how you meet the person specification. Cover letters should be no more than 1 side of A4. Please send to: jobs@actiontutoring.org.uk
Closing deadline and interviews	Closing deadline: Tuesday 4 th April, 9am Interviews week 10 th April.
Further Information	Please visit www.actiontutoring.org.uk Or email: jobs@actiontutoring.org.uk
DBS Requirement	All Action Tutoring staff must have a DBS check. Should you be aware of any incidents, cautions or convictions that would appear on your DBS check, you should notify us with your application.

About Action Tutoring:

Action Tutoring is a national education charity, which provides tutoring to pupils from less-advantaged backgrounds in London, Birmingham, Sheffield, Liverpool, Bristol and Brighton. We support young people facing socio-economic disadvantage to achieve a meaningful level of academic attainment, with a view to enabling them to go on to further education, employment or training. We do this by partnering high quality volunteer tutors with pupils to increase their subject knowledge, confidence and study skills, and work with pupils in both Primary and Secondary schools. We have grown rapidly over the last few years since our inception in 2011 and have ambitious plans for developing our programmes in the future.

Our Values

As an organisation we are committed to the following core values:

- High standards – we strive for excellence in all we do.
- Reflective – we are continually learning and improving.
- Aspirational – we encourage the potential of everyone we work with.
- Collaborative – we work in partnership with others to achieve our goals.

- Integrity – we underpin our work with transparency and honesty.
- Evidence based – we are committed to measurable social impact.

About the Opportunity:

We are looking for high-calibre candidate with experience in education to join our growing team as Curriculum and Training Manager. This is a new role to take forward and grow the work the organisation has begun ensuring high quality, tailored tutoring resources for pupils and tutors, ensuring robust initial and on-going tutor training and supporting staff to deliver this.

You will work closely with consultants to project manage the development of new resources, ensuring as part of this that robust assessment measures are in place to track pupil progress.

In order to achieve this, we are looking for a candidate with experience teaching either English or maths and with a willingness to quickly understand the curriculum requirements in the other subject.

You will be responsible for developing our existing volunteer tutor training material, ensuring it is engaging and accessible and equips tutors to perform their role. This will require working closely with Programme Coordinators across the country, to ensure that they are then confident delivering initial and on-going tutor training and are confident to monitor the quality of their tutors and address concerns.

As part of this role, you will also have responsibility for monitoring the overall quality assurance of programme delivery. This will involve ensuring resources are being used correctly, tutors are competent and staff know how to train and support them where needed.

The position would suit someone who loves working in education and values ensuring the curriculum can be accessed in an engaging way that will drive learning. You will enjoy developing your own ideas, but also working as part of a team to take these forward and deliver them. An ability to teach and train others, who may have varying levels of experience, is very important, to enable them to flourish in their roles and ensure high quality programme delivery.

The successful candidate should be able to manage their own workload to a high standard as well as support others, have excellent attention to detail and be able to work well with a range of stakeholders. You will be expected to engage regularly with the wider team, which will require travel to support regional staff, and to occasionally attend senior management team meetings.

Comprehensive induction and training will be provided. Action Tutoring is committed to providing development opportunities for its staff, and as a growing charity there are plenty of opportunities to take on new areas of responsibility.

Duties and Responsibilities

- Project manage the delivery of Action Tutoring's tutor and pupil resources to a high standard and in line with agreed budgets, ensuring that they are relevant to the curriculum, engaging to use and allow for progress to be monitored. This would include working with curriculum consultants.
- For subject of expertise, taking a lead role in developing curriculum resources, working alongside others if needed.
- Train and educate the wider team, especially Programme Coordinators, about exam specifications and curriculum requirements, to ensure that they have a thorough understanding for both English and maths.
- Develop Action Tutoring's initial and on-going tutor training, ensuring it is robust to prepare tutors for tutoring and then supports their on-going learning and development.
- Produce regular reports of the pipeline of those volunteers coming through training, to drive appropriate activity to ensure high levels of volunteers attend training.

- Train and support the wider team, especially Programme Coordinators, to be able to confidently deliver tutor training on an initial and on-going basis, helping them over the longer term to improve their skills and practise.
- Carry out evaluation and focus groups with key stakeholder on a regular basis to help inform cyclical improvements to tutor resources and training; monitoring any upcoming curriculum changes to ensure materials stay relevant.
- Develop a quality assurance framework for qualitatively measuring programme delivery, to drive and track the quality and consistency of programmes across the country, and embed this with the team and on performance management tools (most likely our database, salesforce).
- Where appropriate, working closely with other team members, liaise with schools about their resource requirements to ensure Programme Coordinators can then meet any specific needs.
- Be a port of call to answer questions from staff, tutors or teachers about any aspect of the curriculum, resources or tutoring best practice.
- Support the wider Action Tutoring team where appropriate and depending on your skill set. This could include writing the occasional blog or joining a particular working group to develop an area of the organisation.
- Any other responsibilities reasonably deemed necessary by the Chief Executive Officer.

Person Specification

We are seeking applications from individuals who are:

ESSENTIAL

- Educated to degree level with **teaching experience**; strong subject knowledge in either English or maths; competent in the other subject.
- Able to **work independently and use initiative** in a range of situations; confident to suggest and implement changes to **drive improvements**. You will need to be able to effectively organise your own time and be comfortable working autonomously.
- Able to **inspire and teach others**; ability to train others to deliver quality sessions and training.
- **Project management skills**; able to see through longer term projects to completion to meet deadlines; able to **work under pressure** to ensure targets are met.
- **Creative**; able to come up with ideas to take forward Action Tutoring's resources and training in new and engaging ways.
- Strong verbal and written **communication skills** and ability to undertake **public speaking**. You will need to be able to adapt your communication style to different audiences and uphold Action Tutoring's high standards of professionalism.
- Committed to **ensuring young people from all backgrounds reach a meaningful level of academic attainment**. The Curriculum & Training Manager will be critical to championing our mission to the team and external audiences, conveying to others the importance of our high quality delivery.
- **Computer literate**, competent using word, excel and PowerPoint.
- **Adaptable and open to learning**. Action Tutoring is a relatively young organisation and is constantly changing – this is a brand new role and you will need to be willing to adapt to grow and develop with the organisation.

DESIRABLE

- Experience of **project management**.
- Experience **training others, especially adults**.