

**CONSULTANT CONTRACT**  
**Action Tutoring Secondary English Resource Consultant**

<b>Job title</b>	Secondary English Resource Consultant
<b>Location</b>	Remote working with very occasional meetings at The Dock, Tobacco Dock, E1W 2SF.
<b>Day rate</b>	Day rate between £150 - £250 depending on experience.
<b>Contract</b>	Self employed
<b>Expected Days per year</b>	10 – 15 days over the next 3-6 months for the project.
<b>Closing deadline for applications</b>	9am, Thursday 14 <sup>th</sup> February
<b>Apply</b>	Please send a CV and cover letter to <a href="mailto:jobs@actiontutoring.org.uk">jobs@actiontutoring.org.uk</a> Cover letters should be attached separately to CVs and must not be more than one page long. Your letter should clearly state why you want to work for Action Tutoring, why you would like this particular role and how you think you meet the person specification. Applications that fail to meet these criteria will automatically be discounted.
<b>Start date</b>	We are aiming for an initial meeting about the work in February half term; with the bulk of the work likely to take place in the Easter holidays. There is a possibility of some work in the summer holidays too.

**About Action Tutoring and the role:**

Action Tutoring is a national education charity that provides tutoring to pupils from less-advantaged backgrounds in London, Birmingham, Sheffield, Liverpool, Newcastle, Bristol and Sussex. All pupils receive tailored tutoring from volunteers using Action Tutoring bespoke workbooks with the aim to achieve at least a grade 4 in their GCSE English Language exam.

We are looking for an experienced Secondary school teacher of English Language who has a particular passion for developing GCSE content. Additionally, an understanding of the learning barriers faced by disadvantaged pupils is advantageous.

This position would suit someone who is looking for some flexible work around their teaching position or someone who has recently left a classroom setting. Full project plans and research-led guidelines will be provided.

**Duties and Responsibilities**

- Work alongside the Training and Curriculum Manager to review the strengths and weaknesses of the current Action Tutoring English secondary resources.
- Combine feedback and research specifically on the resources and generate a selection of new approaches/adjustments to the current content.

- Design new sections of the resources as required.
- Report on how new content aligns with AOs and distribution of mark schemes across all exam boards.
- Any other responsibilities reasonably deemed necessary.

### **Person specification**

- Have a **PGCE** and at least three years-experience working in a state school as an English teacher.
- Have experience **leading** on content design on a medium to long term basis (such as schemes of work for entire departments).
- Able to **work independently, flexibly and manage time effectively**.
- Uphold Action Tutoring's high standards of integrity and professionalism.
- Able to **meet deadlines and undertake administration**.
- **Use evidence-based** practise to inform strategies.
- **Understand of the learning** barriers faced by disadvantaged pupils and how to tackle these in content design.
- Appreciate the difference in context between classroom content and **tutoring content** for non-specialists.