

# Job applicant information pack

## Programme Coordinator



# About us

At Action Tutoring, we believe every child should be given the **opportunity to succeed** in school.

But in the UK today, young people from disadvantaged backgrounds are less likely to achieve the grades they need to progress in life. This isn't because they are any less able; they have less access to the tools to help them **reach their potential**.

We don't think this is fair. We know tutoring is an effective way of improving academic attainment and so we harness the **power of volunteer tutors** to bridge the gap and ensure this help can be accessed by every pupil who needs it, **not just those who can afford it**.

We specifically help pupils facing socio-economic disadvantage and who are at risk of leaving primary or secondary school without reaching national standards in their exams. We work **in partnership with schools** in nine cities and regions across the UK, delivering weekly tutoring in English or maths to those pupils who need it most.



## Our mission

Action Tutoring supports young people facing **socio-economic disadvantage** to achieve a meaningful level of academic attainment, with a view to enabling them to progress in education, employment or training.



We do this by partnering high-quality volunteer tutors with pupils to increase their **subject knowledge, confidence** and **study skills**.

Our **vision** is a world in which no child's life chances are limited by their socio-economic background.

## Our values

Our team are passionate, dedicated, professional and supportive.



**High standards**



**Reflective**



**Evidence based**

We are a values driven organisation and the following **six core values** underpin what we do and how we seek to do it.



**Aspirational**



**Integrity**



**Collaborative**

Learn more about our values at:  
[www.actiontutoring.org.uk/our-story/](http://www.actiontutoring.org.uk/our-story/)



## Our impact in 2020–21

**31,763**

sessions of tutoring  
delivered

**5,528**

pupils benefitted  
from tutoring sessions

**2,749**

volunteer tutors  
supported our work

## The impact of the pandemic on our pupils

In **2019–20**, Action Tutoring delivered tutoring for six months until the pandemic forced schools to close. During that time, pupils made an average of +12% progress, when comparing the results of their initial assessment at the start of the programme and their progress assessment in February.

Even before the crisis, disadvantaged pupils were **already 18 months behind** their non-disadvantaged peers on average by the end of secondary school. School closures are likely to have widened this gap, reversing all progress made to narrow it since 2011. Sadly, studies suggest it could have widened **by as much as 75%**.

For more information, head to: [www.actiontutoring.org.uk/our-impact/](http://www.actiontutoring.org.uk/our-impact/)



# Programme Coordinator

As a charity that values and celebrates diversity and champions opportunities for all young people, we are keen to receive applications from those who have **experienced disadvantage** and from those who are of **Black, Asian and minority ethnic communities** who are currently underrepresented in our organisation.

If you are dedicated to ensuring young people from all backgrounds reach a meaningful level of academic attainment and are passionate about bringing about this change, **please apply** or get in touch for more information: [hello@actiontutoring.org.uk](mailto:hello@actiontutoring.org.uk).

**Reports to** [Region] Programme Manager

**Salary** £23,000 per annum [plus £2,000 London weighting if applicable]

**Contract and hours** Full time (37.5 hours per week) permanent contract.

**Closing date** \_\_//\_\_//\_\_

**Interviews** \_\_//\_\_//\_\_

**Start date** \_\_//\_\_//\_\_

**Place of work** On most days, you will be required to work in Action Tutoring's partner schools in [region] as well as working from home between programmes.

Travel costs to schools will be paid.

**Benefits** 25 days per year (an additional day of leave will be given for each year of service up to a maximum of three extra days) plus bank holidays.

Employer and employee contribution to pension following successful probation period, in line with auto-enrolment pension requirements.

**DBS requirement** All Action Tutoring staff must have an enhanced DBS check suitable for the child workforce.

If you don't already have one, we'll process one for you. Should you be aware of any incidents, cautions or convictions that would appear in a DBS check, please notify us when you apply.

**To apply** Please submit [here](#) a CV and outline in a letter (max one page of A4):

- 1) Your ability to 'spin different plates' simultaneously, including clear examples of past experiences.
- 2) Your ability to be resilient when things are not going the way you thought, including clear examples of past experiences OR Your experience of managing diverse stakeholders, including clear examples of past experiences.
- 3) Tell us about how our organisational values are in line with your values.

Applications that fail to meet these criteria will automatically be discounted. We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help you with making the application process work for you.

# About the opportunity

Critical to our mission, we are now looking to recruit a Programme Coordinator to oversee a caseload of partner schools in [region]. You will work closely with the schools and pupils and manage the pool of volunteer tutors by regularly attending weekly tutoring sessions, as well as overseeing the quality of face to face and online tutoring, always working to deliver a great impact. As the [region] Programme Coordinator, you will also support the recruitment of volunteer tutors, manage the tutor sign up process, deliver training for tutors, develop relationships with schools including their Senior Leadership Team and subject teachers, collect data for monitoring and evaluation purposes, and work with other internal teams on business development opportunities.

## Duties and responsibilities

- Responsible for the delivery of Action Tutoring's tutoring programmes in partner schools, whether online or face to face. This includes working closely to manage all key stakeholders: schools, pupils and volunteer tutors; regularly attending weekly face to face and online tutoring sessions; leading on reviewing and improving programme delivery, using data to reliably assess programme performance.
- Support the Action Tutoring Recruitment Team with focused recruitment of volunteer tutors.
- Manage the tutor sign-up process to assign tutors to upcoming tutoring programmes, working with the Volunteer Recruitment Coordinator on local volunteer recruitment.
- Deliver training for tutors on an on-going basis.
- Develop and strengthen relationships with key stakeholders in partner schools, including members of the Senior Leadership Team and subject teachers.
- Update and maintain Action Tutoring's database, including collecting data for monitoring and evaluation purposes, such as attendance records, baseline and interim assessments and end of programme surveys. Reporting regularly on key performance indicators.
- Work with the [Location] Programme Manager on business development, approaching new schools that might be interested in working with Action Tutoring.
- Proactively report to the [Location] Programme Manager on the details of Action Tutoring's operations in your partner schools.
- Any other ad hoc responsibilities as deemed relevant by the CEO.

# Person specification

## Qualifications criteria:

- Undergraduate degree (or equivalent experience).
- A\*-C in maths and English at GCSE (or equivalent experience ).
- Right to work in the UK.

## We are looking for some of the following attributes, though you might be more experienced in some areas than others:

Being the sole representative for a partner school, you will need to use your ability to work independently and with initiative, often organising your own time to meet deadlines. You'll also need to have a strong aptitude for developing relationships with a range of stakeholders ensuring you uphold high standards of communication and adapt your style for different audiences. The nature of this role will also require you to demonstrate adaptability, resilience and the ability to cope with some uncertainty. This position would suit you if you're looking to develop your experience in the education or charity sectors. Existing experience of working with young people and/or project management in a charity or education setting would be an asset. As a charity that values and celebrates people's diversity and champions opportunities for all young people, we are keen to receive applications from people who have experienced disadvantage and from those who are of Black, Asian and Minority Ethnic communities who are currently underrepresented in the organisation. If you are dedicated to ensuring young people from all backgrounds reach a meaningful level of academic attainment and are passionate about bringing about this change, please apply today or get in touch for more information.

## You will be likely be more successful in this role if you have:

- Experience of working with young people and/or project management.
- Experience in costumer service roles.
- Evidence of an interest in education and/or the third sector would also be an asset.

# Our benefits



## Hybrid working

We offer a **flexible** combination of office and home based working.

## Flexitime and TOIL

We have a flexible policy for working hours, and offer TOIL where staff have to work particularly early in the day or late in the evening, so that they can **reclaim those hours** at another time.

## Pensions

We have a workplace pension scheme with a **3% employer contribution**.

## Knowledge-sharing

Lots of opportunities to **learn** from others in the organisation, including policy briefings, shadowing colleagues and peer-to-peer development.

## Proofreading support

As well as checking the accuracy of all content Action Tutoring shares with external audiences, our proofreading team **supports individuals** who would value an extra pair of eyes on their writing.

## Holiday

25 days holiday a year (plus UK public holidays), increasing by a day for each complete year of service (up to three extra days).

## Team away days

The whole team across the UK gets together three times a year. The days are filled with **knowledge-sharing** and skills development opportunities and also give a chance to catch up and socialise with colleagues through fun activities.

## Culture of celebrating

Regular **thanks and praise** and monthly recognition of 'heroes' to celebrate employees going above and beyond.

## Socials

Team socials around team days, regular bring-and-share team lunches and other activities.

## Ad hoc projects

Interested in other **exciting topics** relevant to our charity? Then join one of our working groups (including policy, diversity and inclusion, curriculum and training, socials, data and insights) and support with ongoing projects.



# ACTION TUTORING

[www.actiontutoring.org.uk](http://www.actiontutoring.org.uk)

[hello@actiontutoring.org.uk](mailto:hello@actiontutoring.org.uk)

0203 872 5894

@ActionTutoring

Registered charity number - 1147175 Company number - 08105978

Action Tutoring, The Dock, Tobacco Quay, Wapping Lane, London E1W 2SF