

Job applicant information pack

Curriculum and Quality Manager



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 different 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.

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

Learn more about our values at:
www.actiontutoring.org.uk/our-story/



High standards



Reflective



Evidence based



Aspirational



Integrity



Collaborative



Our impact in 2024-25

42,487

hours of tutoring
received by pupils

3,736

pupils benefitted from
tutoring sessions

1,401

volunteer tutors
supported our work

In the summer of 2023, the first year group since 2019 sat normal exams without special grading arrangements to account for lost learning during the pandemic.

Even before the pandemic, disadvantaged pupils were **already 18 months behind** their non-disadvantaged peers on average by the end of secondary school. The effects of the pandemic on education are still being felt and this gap is now the largest it has been in twelve years. In 2024, just 46% of disadvantaged pupils met expected standards, compared to 67% of non-disadvantaged pupils in the primary phase of education.

Our analysis shows that primary pupils who were supported by Action Tutoring in 2023-24 for ten sessions were more likely to achieve the expected standards than other disadvantaged pupils across the country — by 15 percentage points in reading and 11 percentage points in maths. In secondary schools, after attending at least 10 tutoring sessions, our pupils were nearly 9 percentage points more likely to pass maths GCSE than other disadvantaged pupils nationally.



Curriculum and Quality Manager

Diversity, equity and inclusion are a core part of Action Tutoring's culture; having a diverse workforce helps us innovate and deliver better programmes for pupils. We recognise diversity covers many aspects of identity and we continually strive to make our workplace more inclusive and equitable, to empower everyone to be heard, respected, and valued.

Action Tutoring is **committed to safeguarding and promoting the welfare of children and young people** and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Reports to	Head of Impact and Quality
Salary	£37,355 to £39,164 depending on experience (plus £2,409 London weighting if applicable) per annum pro rata
Contract and hours	Full-time permanent contract. A full working week is 37.5 hours.
Closing date	Sunday, 21 st June 2026
Interviews	Monday, 29 th June 2026
Place of work	This role can be remote (UK based), with occasional travel required. Our London office address is: 8-10, Fivefields, Grosvenor Gardens, London SW1W 0DH
Benefits	25 days per year (an additional day of leave will be given for each year of service up to a maximum of five extra days) plus bank holidays and three days at Christmas.

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

Further information about our benefits can be found on page 9.

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.
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About the opportunity

We are looking for a strong candidate with formal teaching qualifications and experience teaching core National Curriculum subjects to join our established Impact and Quality department as Curriculum and Quality Manager. This role has oversight for ensuring the creation and delivery of high-quality, tailored tutoring resources for pupils and tutors, and managing the quality assurance processes within our organisation. This role includes line managing a team composed of two Curriculum Leads. You will also work closely with colleagues in the Marketing and Communications Department to provide matrix project leadership for the delivery of Initial Tutor Training.

To achieve this, we are looking for a candidate with experience teaching either English or maths (or equivalent) with a willingness to quickly understand the curriculum requirements in the other subject. You will have a strong understanding of how to set the standard for excellent tutor training and tutor quality assurance, using your educational expertise to shape effective training and quality assurance frameworks that enable tutors of varying experience levels to flourish. The position would suit someone who loves working in education, values pedagogical best practice, and thrives when balancing creative curriculum and quality development with operational realities.

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 Management:** 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. Work with the Head of Impact & Quality to set assessment questions to measure pupil progress.
- **Quality Assurance & Insights:** Manage the spot check process. Carry out detailed observations of online tutoring sessions, producing feedback to individuals flagged for observation by the programme team. Set annual Key Performance Indicators and produce termly insights into quality assurance, tracking impact over time. Produce an annual quality assurance report.
- **People & Matrix Management:** Line manage the Curriculum Leads for English and maths, managing their work flow and projects goals. Provide matrix project leadership to Tutor Journey Coordinators for the delivery of Initial Tutor Training.
- **Training & support:** Lead the annual review of Tutor Training updates, coordinating changes and/or commissioning new modules as required for quality and those proposed by the safeguarding and Tutor Journey teams.

A full list of duties and responsibilities can be found in the job description attached to the BreatheHR advert.

Person specification

Essential Qualifications and Experience

We are looking for someone who is/has:

- Educated to degree level with formal teaching qualifications and experience teaching core national curriculum subjects.
- Strong subject knowledge in either English or maths; with a proven willingness and ability to quickly grasp the curriculum and exam specification requirements of the other subject.
- Right to work in the UK.

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

- Are able to work independently and use initiative in a range of situations; confident to suggest and implement changes to drive improvements.
- Have effective time management skills and are comfortable working autonomously.
- Have strong 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.
- Have experience of line management or matrix project leadership with the ability to manage workflows, set project goals, and support team development.
- Are creative; able to come up with ideas to take forward Action Tutoring's resources and training in new and engaging ways whilst also taking account of pedagogical best practice.
- Have a pragmatic, solution-focussed approach; able to balance competing organisational demands and adapt priorities in a fast-paced environment.
- Have 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.
- Are computer literate, competent using Google, Microsoft, and Canva.
- Are committed to ensuring young people from all backgrounds reach a meaningful level of academic attainment. The Curriculum and Quality Manager will be critical to championing our mission to the team and external audiences, conveying to others the importance of our high quality delivery.

ACTION TUTORING

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