

Job applicant information pack

English Curriculum Coordinator (Maternity Cover)



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.



English Curriculum Coordinator (maternity cover)

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	Curriculum and Quality Manager
Salary	£17,509 per annum for 0.6 FTE (all year) or £20,651 per annum for 0.8 FTE (term time only), plus London Weighting of up to £2,409 per annum, pro rata where applicable.
Contract and hours	0.6FTE (all year) or 0.8FTE (term time only), 12-month fixed-term maternity cover contract. A full working week is 37.5 hours.
Closing date	Sunday, 26th July 2026
Interviews	Monday, 3rd August 2026
Start date	Ideally, Thursday, 1st October 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.

How to apply

Please [submit here](#) a completed application form. In the form you will be asked to reflect on the statements below:

1. What other skills and experience do you have that meet the requirements of the role?
2. Please outline your personal approach to curriculum development.
3. Tell us how our organisational values align with your own and why you would like to work for Action Tutoring.
4. Please share any other information, skills or interests that you would like to tell us about that are relevant to this role that you are applying for.

Please note, we **do not** accept CVs and cover letters. We only accept applications with the application form.

We recognise that artificial intelligence (AI) such as 'ChatGPT' etc can be useful for applicants e.g. to shorten an initial draft and we are open to applicants utilising these tools in their application and in their roles.

However, we would caution applicants not to rely too much on AI in drafting answers to application questions. We want to hear your authentic voice, and for the interview part in particular we will be looking for answers that use examples and experiences that are specific to you.

Sometimes our emails go to spam - please add hello@actiontutoring.org.uk to your address book.

Applications that fail to meet these criteria will automatically be discounted. We want you to have every opportunity to shine and to show us your talents—please let us know if there is anything we can do to make sure the assessment process works for you.

About the opportunity

You will help drive the quality and impact of our key stage 2 (KS2), key stage 3 (KS3) and key stage 4 (KS4) English tutoring programmes through improving our English resources. You will create training materials and provide advice and support to our volunteers and our (mostly) non-teaching staff members who manage these volunteer tutors day to day. You will be engaged in our AI tutoring pilot including undertaking pedagogical reviews of potential English AI tutoring tools.

Duties and responsibilities

- Following a defined brief, generate improvements to our KS4 English curriculum resources to enable pilot testing in AY26.27 Summer Term.
- Maintain our KS2 - KS4 English curriculum resources to ensure volunteer tutors have high quality materials to use in sessions.
- Support Action Tutoring's Programme Department to provide and respond to requests for additional materials for tutoring sessions, particularly English sessions.
- Design and deliver online English-focused training for volunteer tutors so that subject knowledge is secure within the tutor community.
- Provide advice and support, including some direct tutor communications, on subject-specific matters for Action Tutoring staff who manage volunteer tutors.
- Engage and support Action Tutoring's AI research including by undertaking pedagogical reviews of AI tutoring tools and supporting with tool development.

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:

- Qualified (QTS) secondary school teacher of English
- At least two year's teaching experience in English state schools with an understanding of the barriers facing disadvantaged pupils

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

- Experience designing and formatting curriculum resources to support learning, either for print or digital use
- Understanding of the different pedagogical approaches required in small-group learning compared to classroom teaching, with a robust understanding of tutoring as a mechanism for supporting pupil personalised learning
- Willingness to learn and become confident in the KS2 English curriculum
- Able to communicate pedagogy in jargon free, accessible ways to non-specialists
- Empathetic and skilled at providing feedback in a sensitive but constructive way
- Organised with strong time-management skills, able to independently manage a varied range of tasks and responsibilities
- Good attention to detail with administrative tasks, able to follow instructions well with a working understanding of the importance of data privacy
- Adaptable and open to learning with a passion for self-improvement, proactively seeking opportunities to develop and upskill
- Commitment to Action Tutoring's Mission
- Committed to diversity, equity and inclusion (DEI)
- Committed to promoting and safeguarding the welfare of children

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

- Experience delivering training or CPD to adults with energy and confidence, able to engage attendees, facilitate discussion and manage time effectively
- Experience as a private, school-based or volunteer tutor or experience of teaching exam resit classes
- Evidence-based knowledge of how children and adults learn online compared to in person
- Provided coaching or mentoring to trainee teachers
- Experience as a GCSE English examiner

Our benefits

Hybrid working

We offer a **flexible** combination of office and home based working. For those not based in London who can't access our **beautiful office**, you can visit a **co-working space** with your regional colleagues once per month.

Holiday

25 days holiday a year (plus UK public holidays), increasing by a day for each complete year of service (up to five extra days). **We provide an additional three days of holiday in the period between Christmas and New Year.**

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.

Sabbatical leave

We offer **paid and unpaid sabbatical leaves** to our long standing colleagues.

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.

Mental health focus

We have **trained mental health first aiders** and all team members have free access to Headspace and the Corporate Wellbeing Solutions.

Knowledge-sharing

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

Team away days

The whole team across the UK gets together once 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.

Flexible Bank holidays

Choose to work on the Easter Bank Holidays and take these days off **whenever it suits you best.**

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.

Pension

Pension employer contribution of **4%**.

Our awards



As a disability confident committed employer, we are dedicated to proactively supporting people with disabilities and developing our understanding and procedures.



We have been acknowledged as a 'Rising Leader' by the Headspace for Work Mindful Workplace Awards.

We strive to incorporate mediation and gratitude into our work culture.

We have been certified by the Living Wage Foundation as an employer who pays all of our staff at least the living wage.



ACTION TUTORING

www.actiontutoring.org.uk

hello@actiontutoring.org.uk

0300 102 0094

@ActionTutoring