

Job applicant information pack

Birmingham 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 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.



Birmingham Programme Coordinator

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	Programme Manager
Salary	£27,974 per annum pro rata
Contract and hours	Full time, fixed term contract until 31 July 2027. A full working week is 37.5 hours.
Closing date	9am, Monday 19th October 2026
Interviews	Applications are reviewed on a rolling basis, so we encourage early applications. Final interviews will be held on Friday, 23rd October 2026.
Start date	Ideally, as soon as possible.
Place of work	Birmingham, with expected travel to schools in the Birmingham area.
Requirements	Applicants must hold a valid driving licence and have access to their own vehicle.
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 8.
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.

About the opportunity

- The Birmingham Programme Coordinator oversees a caseload of up to seven partner schools. They manage the logistics and organisation of each school's tutoring programme, working closely with the schools and pupils and managing the pool of volunteer tutors. They attend the weekly tutoring sessions at each school, as well as overseeing the quality of face to face and online tutoring, always working to deliver a great impact.
- The Birmingham Programme Coordinator supports the recruitment of volunteer tutors, manages the tutor sign up process, develops relationships with schools including their Senior Leadership Team and subject teachers, collects data for monitoring and evaluation purposes, and works 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 tutoring sessions; leading on reviewing and improving programme delivery, using data to reliably assess programme performance.
- Responsible for overseeing the quality of tutoring, engaging in quality assurance processes, and providing feedback to volunteer tutors to ensure effective and impactful delivery. Provide regular check-ins with tutors to ensure ample support and guidance is given to provide targeted tuition to pupils.
- Develop and strengthen relationships with key stakeholders in partner schools, including members of the Senior Leadership Team and subject teachers. Maintain clear and timely communication with relevant school staff, offering regular check-ins with key school stakeholders, and contribute to impact reporting to schools. Supporting the Programme Manager with strategies to retain and sustain school partnerships.
- Update and accurately maintain Action Tutoring's database, including collecting timely data for monitoring and evaluation purposes, such as attendance records, baseline and interim assessments and pupil surveys. Reporting regularly on key performance indicators to key stakeholders and using them to enhance programme delivery. Work with the Programme Manager on business development, approaching new schools that might be interested in working with Action Tutoring.
- Proactively report to the Programme Manager on the details of Action Tutoring's operations in their partner schools.

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

Person specification

Qualifications criteria:

- The right to work in the UK.
- A valid driving licence with access to a car for work purposes.

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. The role would be best suited if you are committed to equality, diversity and inclusion, as well as, committed to promoting and safeguarding the welfare of children.

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

- Experience of working with young people and/or project management.
- Evidence of an interest in education and/or the third sector.

ACTION TUTORING

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