

Job applicant information pack

Chief Executive Officer (CEO)





Welcome

Thank you for your interest in this opportunity. It's an exciting time to be joining Action Tutoring. Registered as a charity in 2012, the organisation has grown steadily over the years and notably rapidly during the pandemic. It is now entering a new chapter following the ending of the Government's catch-up funding, the National Tutoring Programme, in summer 2024. This brings new challenges and new opportunities.

We are looking for a dynamic, strategic and visionary leader capable of guiding the charity through this next phase of growth. We have established strong foundations to drive us forward including a stable core of funders; a committed Board and secure finances; all underpinned by a driven and passionate team. We are poised for even greater achievements.

We have defined a clear strategy which focuses on four key areas: reach, growth, impact and advocacy. This enables us to maintain a laser focus on our mission, ensuring we are having a meaningful impact on the young people we seek to support, and continually striving to reach more.

We are also a values-based organisation and we apply them across our work providing us with a direction and an identity, aligning our team to deliver our mission. The incoming CEO will work closely with the Board of Trustees, the staff team and key stakeholders to drive the charity forward and inspire its culture. This is an exceptional opportunity for any incoming Chief Executive to create a brighter future for young people facing disadvantage.

We look forward to hearing from you.



Peter Baines
Chair of
Trustees

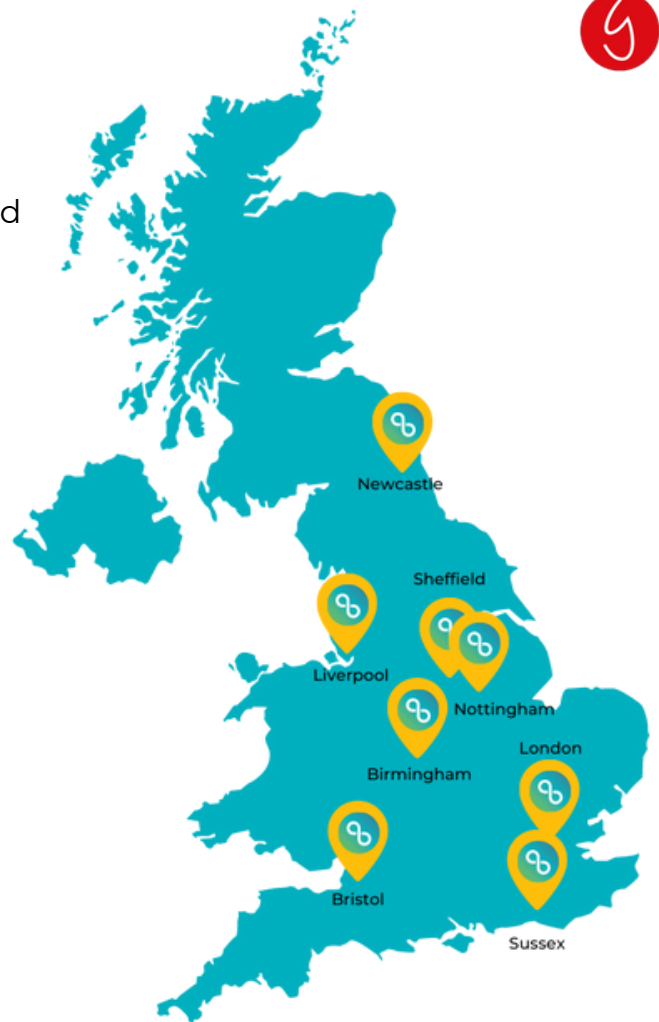


About us

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 strategy

Over the next **three to five years** we have a number of key ambitions:



Reach

Increasing the locations we work in, especially to reach more rural and coastal areas



Growth

We are aiming to support at least 10,000 pupils a year in three years' time.



Impact

We want to drive efficiencies in our model to strengthen its impact.



Advocacy

We will continue to grow our influence and contribution to policy-making with partners in the sector.



Achieving this will require careful navigation of the external environment, investment in fundraising and keeping a strong focus on model efficiencies alongside a relentless focus on impact. The team are excited to build on our foundations to deliver on these goals and hope you will be inspired to be part of our work.





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 2023-24

61,751

hours of tutoring received by disadvantaged pupils

6,003

pupils across the country supported

1,896

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 2023, just 44% of disadvantaged pupils met expected standards, compared to 66% of non-disadvantaged pupils in the primary phase of education.

Our analysis shows that primary pupils who were supported by Action Tutoring in 2022-23 for ten sessions were more likely to achieve the expected standards than other disadvantaged pupils across the country — by 7 percentage points in reading and 14 percentage points in maths. In secondary schools, after attending at least 10 tutoring sessions, our pupils were nearly 13 percentage points more likely to pass maths GCSE than other disadvantaged pupils nationally.

For more information, head to: www.actiontutoring.org.uk/our-impact/



Chief Executive Officer (CEO)



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 including enhanced DBS check will be undertaken before any appointment is confirmed.

Reports to

Chair of Trustees

Salary

£90,000 to £100,000 per year (pro-rata if part-time)

Contract

Permanent, 0.8 to 1.0 FTE

Location

London-based with some hybrid work possible. Travel within UK as required by the role.

Main purpose of the job

The CEO is responsible for the growth, development and performance of the charity and for shaping and delivering an impactful and sustainable strategy in line with our mission and aims. They will be a key representative of Action Tutoring externally, including working to raise the profile of tutoring as an essential part of school education.





Specific responsibilities relating to the role

Vision, Strategy and Delivery

- Working with the Board to agree the vision and mission
- Ongoing strategic development and delivery of the short term and long term strategic plans and vision
- Responsible for implementing the agreed strategy
- Ensuring the necessary organisation, systems and infrastructure are in place to meet the plans
- Working with the team to ensure delivery targets are met and that delivery is impactful and to a high standard

People and cultural leadership

- Overall people and cultural leadership, developing the team ensuring a positive working culture with behaviours that align closely to the charity's values
- Ensuring operational excellence across the organisation
- Workforce planning so that we have the right people in the right roles to ensure successful delivery of the strategy
- Commitment to improving diversity, equity and inclusion across the organisation, drawing on best practice and leading on identifying areas for improvement

Finance and Fundraising

- Overseeing financial management of the charity
- Lead fund raising alongside Head of Philanthropy to ensure fundraising targets set by the Board are met
- Managing income and costs to secure the long term sustainability and viability of the charity

Advocacy

- Representing Action Tutoring externally to a range of stakeholders, including school leaders, policy makers, the media and funders, to raise the profile of Action Tutoring and awareness of the cause
- Contributing to government policies, helping to establish tutoring as an essential part of school education

Line Management

- Direct line management of the Senior Leadership Team and the Head of Philanthropy

Governance

- Working collaboratively with the Board to ensure the vision and mission are met and that the board is sufficiently informed to enable the Trustees to discharge their duties
- Ensuring robust and effective governance processes are in place and adhered to
- Responsible for Strategic Risk Management and reporting on this to the Board



Person specification

- Proven track record as a CEO or Board-level senior leader, ideally in a non-profit organisation
- Experience in developing and executing strategic plans to achieve organisational vision and mission
- Strong communication and advocacy skills, with extensive experience representing organisations externally to various stakeholders (e.g. school leaders, partners, policymakers, funders), and contributing to sector-wide policy discussions
- Understanding of the education sector, and the needs and drivers of stakeholders across the education space
- Commercial mindset, with proven success in fundraising to meet set targets and secure income for ongoing operations
- Experience in growing and evolving organisations to meet ambitious targets and in response to external changes, challenges and opportunities in your operating context
- Experience in an organisation with strong operational service delivery and an understanding of how to ensure quality, efficiency and impact in that context
- Ability to foster a positive working culture, aligned with Action Tutoring's values
- Strong financial management skills, managing budgets, and ensuring long-term financial sustainability
- Knowledge of governance structures and experience in working closely with a board of trustees, including managing strategic risk
- Comfortable with data and committed to driving impact across the organisation

Personal attributes

- Passion for addressing educational disadvantage and closing the attainment gap
- Collaborative mindset and the ability to build strong, constructive relationships with other organisations and charities, fostering collaboration and sharing of best practices
- High ethical standards and personal integrity, with a commitment to transparency and accountability in leadership
- Resilient and adaptable with the ability to thrive in an evolving and challenging external environment, and to adjust to shifts in the education landscape
- Strong commitment to fostering a diverse and inclusive working environment

Our benefits



Hybrid working

We offer a **flexible** combination of office and home-based work. 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 a 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 pro rata 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 and 5 of their friends and family have free access to Headspace and the Health Assured Scheme.

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 in person. 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.



Our awards



Queen Elizabeth II Platinum Jubilee Volunteering Award

The Queen Elizabeth II Platinum Jubilee Volunteering Award

In December 2022, Action Tutoring was thrilled to be announced as one of the 20 winners of the Queen Elizabeth II Platinum Jubilee Volunteering Award. We received this award in recognition of the work of our inspirational volunteer tutors and the impact they have on the young people they support.

Charity Governance Awards shortlist

In 2023 we were delighted to be shortlisted to the final three in the 'Transforming with Digital' category of The Clothworkers' Company's Charity Governance Awards. Our brilliant Trustee Board was recognised for their stellar support during our journey to incorporating online delivery in 2020, through which they championed our ambitious venture, sharing their wealth of insights and experience to help us pilot, test and scale this new delivery model.



Fair Education Alliance Scaling Award

In July 2020, Action Tutoring was thrilled to be announced as one of seven winners of the Fair Education Alliance Scaling Award a two year accelerator programme designed to provide bespoke support for deepening charities' impact. Action Tutoring is a proud member of the Fair Education Alliance; working towards a world where our education system is fair – where children's educational success is not limited by their socio-economic background.



Charity Awards

In May 2022 Action Tutoring was delighted to have been shortlisted to the final three for the Civil Society Charity Awards (education and training category). We were recognised for our response to the Covid pandemic and our impact on the education of young people facing disadvantage.



Best Companies Awards 2022

In 2022, Action Tutoring was proud to make the list of 100 Best Small Companies to work for. We are grateful to see our commitment to our employees and fantastic work culture recognised. Workplace engagement is a vital part of our organisation's success, and our team are proud to work for Action Tutoring.

Application process



GatenbySanderson has been appointed as our executive search firm to assist with this appointment. You will be asked to submit the following:

A CV setting out your career history, with key responsibilities and achievements, tailored to information contained in this pack.

A Statement of Suitability (no longer than two pages) explaining:

- Your motivation for applying for this role.
- How you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the information included in this pack.

In addition, to be considered for the role, you will be asked to complete a Diversity Monitoring Form and a Declaration of Conflicts of Interest/Political Activity form.

Should you encounter any issues with your online application or require any reasonable adjustment please contact

tracy.aristides@gatenbysanderson.com

The Panel will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the pack.

The Panel will identify a subset of candidates who best match the criteria for an initial interview with GatenbySanderson to further explore their skills and experience.

Shortlisted candidates will be advised on the outcome as soon as possible thereafter.

Action Tutoring is committed to the principles of equity, diversity and inclusivity. We welcome applications from all backgrounds and encourage applications from under-represented groups.

Please note: due diligence searches will be undertaken on shortlisted candidates.

TIMETABLE

Closing date:

Sunday 10 November

Dates for Preliminary Interviews with GatenbySanderson (Remote):

From mid-November

Final panel interview (in person):

Early December

CONFIDENTIAL DISCUSSION

Please contact our recruitment advisers at GatenbySanderson:

Senior Researcher:

jennie.wood@gatenbysanderson.com

Consultant:

emily.nevins@gatenbysanderson.com



ACTION TUTORING