ACTION TUTORING
infinite potential

Job applicant information pack

Birmingham Programme 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.

High standards

Reflective

Evidence based

Aspirational

Integrity

Collaborative

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

Our impact in 2024-25

42,487	3,736	1,401
hours of tutoring received by pupils	pupils benefitted from tutoring sessions	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 (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. Safter recruitment practice and pre-employment background checks will be undertake before any appointment is confirmed.

Reports to	Programme Manager
Salary	£27,974 per annum pro rata
Contract and hours	Full time, 12-month fixed-term maternity cover contract. A full working week is 37.5 hours.
Closing date	Sunday, 30th August 2026
Interviews	On a rolling basis. Early application is advised.
Start date	Ideally, Monday 21st September 2026
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.

How to apply

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

1.Your ability to be resilient when things are not going the way you thought **OR** your experience dealing with multiple stakeholders. Include clear examples of past experiences.
2.Your ability to manage competing demands simultaneously. Include clear examples of past experiences.
3.Tell us about how our organisational values are in line with your values.

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

- 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.

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 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. 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.

www.actiontutoring.org.uk

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