

Job applicant information pack London 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 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 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/



Our impact in 2022-23

58,880

sessions of
tutoring delivered

5,743

pupils benefitted
from tutoring sessions

1,743

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/



London 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. We are currently actively seeking to increase diversity within our team focusing on **ethnicity** and **age**.

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	London Programme Manager
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Salary	£25,600, plus London weighting of £2,205, totalling £27,805 per annum
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Contract and hours	Permanent, full-time. We offer flexible hours with 9.30-4 as core hours. A full working week is 37.5 hours.
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Closing date	Sunday 21st April 2024
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Interviews	On a rolling basis, early application is advised
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Start date	Monday 19th May 2024
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Place of work	On most days, you will be required to work in Action Tutoring's partner schools across London as well as working from home between programmes.
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Hybrid / flexible. We have a [London office](#) but our team work from across the country and we are happy to support predominantly remote or office-based working.

Benefits	25 days per year (an additional day of leave will be given for each year of service up to a maximum of three extra days) plus bank holidays and three days at Christmas.
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Employer and employee contribution to pension following successful probation period, in line with auto-enrolment pension requirements.

DBS requirement	All Action Tutoring staff must have an enhanced DBS check suitable for the child workforce. We will process one for you.
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Should you be aware of any incidents, cautions or convictions that would appear in a DBS check, please notify us when you apply.

To apply	Please submit here an application form. The form will ask you to explain:
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- 1) Your ability to be resilient when things are not going the way you thought, including clear examples of past experiences.
- 2) Your ability to manage competing demands simultaneously, including clear examples of past experiences
- 3) Tell us about how our organisational values are in line with your values

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

Critical to our mission, we are now looking to recruit a Programme Coordinator to oversee a caseload of partner schools in London. You will work closely with the schools and pupils and manage the pool of volunteer tutors by regularly attending weekly tutoring sessions, as well as overseeing the quality of face to face and online tutoring, always working to deliver a great impact.

As the London Programme Coordinator, you will also support the recruitment of volunteer tutors, manage the tutor sign up process, develop relationships with schools including their Senior Leadership Team and subject teachers, collect data for monitoring and evaluation purposes, and work 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 face to face and online tutoring sessions; leading on reviewing and improving programme delivery, using data to reliably assess programme performance.
- Support the Action Tutoring Marketing Team with focused recruitment of volunteer tutors.
- Manage the tutor sign-up process to assign tutors to upcoming tutoring programmes, working with an Engagement Coordinator on local volunteer recruitment.
- Develop and strengthen relationships with key stakeholders in partner schools, including members of the Senior Leadership Team and subject teachers.
- Update and maintain Action Tutoring's database, including collecting data for monitoring and evaluation purposes, such as attendance records, baseline and interim assessments and end of programme surveys. Reporting regularly on key performance indicators.
- Work with the London Programme Manager on business development, approaching new schools that might be interested in working with Action Tutoring.
- Proactively report to the London Programme Manager on the details of Action Tutoring's operations in your partner schools.
- Any other responsibilities reasonably deemed necessary.

Person specification

Qualifications criteria:

- A*-C in maths and English at GCSE (or equivalent experience).
- Right to work in the UK.

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.

If you are dedicated to ensuring young people from all backgrounds reach a meaningful level of academic attainment and are passionate about bringing about this change, please apply today or get in touch for more information.

You will be 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 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 three 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 three times 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

Team socials around team days, regular bring-and-share team lunches and other activities.

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



We are proud to be listed as one of the 100 best small companies to work for in 2022.

We received this award thanks to our commitment to mental health and culture of collabora-

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

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