

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.



High standards



Reflective



Evidence based

We are a values driven organisation and the following **six core values** underpin what we do and how we seek to do it.



Aspirational



Integrity



Collaborative

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.

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

Salary

£26,368 + £2,271 London weighting

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.

Closing date

Thursday 31st October 2024 at 9am.

Interviews

Friday 8th November 2024

Start date

Monday 16th December 2024

Place of work

Hybrid / flexible with regular travel to schools in London and to our office:
Fivefields, 8-10 Grosvenor Gardens, 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 7.

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.

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. 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.

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 London Programme Coordinator will be responsible for managing a caseload of up to seven partner schools, attending and coordinating weekly tutoring sessions, developing relationships with pupils, school staff and volunteer tutors and collecting data for monitoring and evaluation purposes. This role plays a crucial part in overseeing the quality of face to face and online tutoring sessions to ensure effective and impactful programme delivery.

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 and effectively communicate with all key stakeholders: schools, pupils and volunteer tutors; leading weekly face to face and online tutoring sessions; leading on reviewing and improving programme delivery, using data to reliably assess programme performance.
- Responsible for overseeing the quality of both face to face and online tutoring, engaging in quality assurance processes, and providing feedback to volunteer tutors to ensure effective and impactful delivery.
- 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.



Person specification

Qualifications and experience criteria:

- Experience working with volunteers and/or young people
- Proficiency in Microsoft Office
- Bachelor's degree or equivalent relevant work experience
- Strong written and verbal communication skills
- Evidence of ability to prioritise and manage administrative tasks

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'll 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 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**. 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 days off whenever 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.



ACTION TUTORING | headspace

Headspace & Action Tutoring
healthier people, happier workplace



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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