**Part Time Tutor Tutoring Plus with QTS and specialist in SEND (Full time role)**

Become part of the Tutoring Plus team with an opportunity to use your skills and experience as part of a rapidly growing charity across the North of England. The Tutor Trust is committed to helping children and young people achieve their educational potential and you will play an instrumental role in making this happen.

If you have Qualified Teacher Status (QTS) and experience of supporting children and young people with SEND, together with a desire to work with an innovative charity, then this could be the role for you.

**Role Profile**

Job Title: SEND specialist quality Manager and Part Time Tutor

Reporting to: Director of Tutoring Plus

Responsible for: Supporting the quality of the work of Tutoring Plus Tutors and SEND pupils in addition to Continued Professional Development (CPD) for tutors, Quality Assurance of tuition, delivering high-quality tuition, and Impact Measurement.

Location: The Manchester office but with travel to schools – in Greater Manchester, in addition to travel within West Yorkshire and Merseyside to offer support to teams in these areas.

Salary: £30,000, based on a full-time position, fixed-term contract.

**Job Purpose:**

This is a new role in an expanding team within a fast-growing education charity. We deliver hundreds of hours of tuition every week in schools across Greater Manchester, West Yorkshire and Merseyside. This role is to monitor the quality of these sessions through current strategies and systems in order to develop and strengthen the work of our tutors, so they have as much impact on children and young people as possible. In addition, the role will involve assisting in planning and delivering high-quality tuition to ensure that we are meeting the needs of pupils, particularly those with identified SEND requirements.

**Context of the Post:**

The Tutor Trust delivered its first tuition session in Manchester in 2012. Since then, it has delivered over 120,000 hours of tuition to over 20,000 pupils across 500 schools in Greater Manchester, West Yorkshire and Merseyside. Our tutors are mostly students at top Universities, and we train them to deliver exceptional tuition sessions.

**Main Duties and Responsibilities:**

* Work with the Tutoring Plus Team to deliver the Quality Strategy for tuition in schools, with a focus on tuition quality for all students but particularly those with identified SEND.
* Implement and manage the detailed delivery of Tutoring Plus work, including lesson plan monitoring and observations, in schools (both face to face and online).
* Support the planning and delivery of high-quality training to Tutoring Plus tutors.
* Ensure CPD enhances the quality of tuition following on from training delivered.
* Plan and deliver high-quality tuition to pupils.
* Produce regular reports and feedback to the Tutoring Plus Team, Directors, Co-founders, Trustees and funding partners as required.
* Write online content for blog posts and our website about current issues affecting the sector.

**Person Specification**

* Qualified Teacher Status and recent experience of leading teaching and learning with a SEND focus /quality assuring teaching and learning in a primary or secondary setting.
* Strong knowledge of National Curriculum, SEND policy and have a broad understanding of issues and educational best practice relating to improving pupil achievement.
* Proven ability to undertake innovative approaches to raising educational standards.
* The ability to build and maintain professional relationships with individuals and teams across the organisation.
* Excellent communication skills with the ability to establish a rapport and communicate effectively with members of staff, tutors, and stakeholders at all levels and from all sectors.
* The ability to work under pressure to cope with multiple demands and deadlines, to work fast and to a consistently high standard.
* Excellent organisational skills.
* Have strong business development skills, helping to promote Tutor Trust in a professional and effective manner.
* The ability to manage office systems and contact databases and to use them effectively.
* Be able to write fluently, to think clearly and to grasp new concepts quickly.
* To be fully IT literate, particularly to be competent with Microsoft Excel and Word.
* Full understanding of child Safeguarding issues.
* Enhanced DBS check registered on the update service.

**Qualifications**

* Qualified Teacher Status.
* Must have achieved a minimum of Grade C at GCSE in Maths and English.

**Attributes**

* Demonstrate a commitment to the goals and ethos behind Tutor Trust.
* Enthusiasm and ability to contribute to the successful development of Tutor Trust.
* Have excellent communication and interpersonal skills with a commitment to accuracy and attention to detail.
* A willingness to work occasional unsociable hours when required.
* Be a team player but also able to work independently when required to do so.
* Be able to prioritise and manage tasks.
* Excellent time-management skills.
* Candidates must be self-confident and have a robust personality.
* Experience of administrative skills in a previous role (either paid or voluntary).

**General**

The job is a full-time position and will be based from our Manchester office – and schools – although there will be some occasional travel required to our offices and schools in Greater Manchester, Merseyside and West Yorkshire. Please note that travel expenses will be covered for travel to all destinations except for the Manchester office (your main place of work).

Holiday entitlement will be 28 days per annum (inclusive of Bank Holidays, pro rata).

In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and two satisfactory references.

**APPLICATION INFORMATION**

- Closing date for applications: Monday 2nd October, 9am.

- Interviews to be held: Wk beg 16th October, in the Merseyside office.

- Start date: TBC but possibly Monday 6th November 2023 or Monday 8th January 2024.

Candidates are required to submit a **completed application form** and a **cover letter** outlining how they meet the requirements of the role.

To apply, please email all documents to careers@thetutortrust.org

The Tutor Trust is an Equal Opportunities Employer.

For further information: <https://www.thetutortrust.org/>

***The Tutor Trust is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.***