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**Job Title:** Alternative Provision Tutor at Tutor Trust

**Reporting to:** Quality Manager for Alternative Provision

**Responsible for:** Delivery of academic intervention in Maths, English and Science to alternative provision pupils forming part of the Alternative Provision project at Tutor Trust

**Location:** Greater Manchester

**Salary:** Approximately £20K per annum, depending on experience and qualifications. This is a full-time or part-time position on fixed-term contract to 31st July 2019. The contract will be reviewed in July 2019.

The Tutor Trust, in partnership with TLC Talk Listen Change, has won a £500K grant from the Department for Education’s Alternative Provision Innovation Fund (APIF) to boost the education outcomes of young people who are not in mainstream schooling, including Looked After Children. The pupils will all be of Secondary school age, either KS3 or KS4.

The collaboration between Tutor Trust and TLC will combine academic tuition and therapeutic support in ways that could be life-changing for young people in Greater Manchester, and scalable to the rest of the country.  We are thrilled to have this chance to pilot a truly joined-up approach to tackling the causes and the symptoms of under-achievement. This is a two-year project, that launched in September 2018.

We are creating a new role at Tutor Trust to work on this project – a ‘full-time’ or ‘part-time’ tutor, to carry out tuition. You will carry out tuition on a one-to-one basis with children in alternative provision educational settings. The majority of sessions will take place in educational centres that we have partnered with (i.e. Pupil Referral Units), or in home.

**Job Purpose: Main Duties and Responsibilities:**

* To plan and deliver tuition to secondary school aged pupils (from 11-16 years old) across Greater Manchester under the Alternative Provision Project at Tutor Trust in Maths, English, and Science on a one-to-one basis
* To fill in appropriate paperwork relating to tuition with pupil (register, feedback sheets, etc.)
* To liaise with Alternative Provision Coordinator and Quality Manager for Alternative Provision at Tutor Trust, as well as Case Coordinator at TLC
* To undergo additional appropriate training throughout the role to enhance understanding of alternative provision work

**Person Specification – skills and attributes**

* One year of tutoring experience required or QTS.
* Ability to tutor Maths, English and Science to a secondary school level desirable (or happy to train in order to do so)
* Bright, enthusiastic and well-motivated tutor confident in dealing with young people
* Robust and resilient character with excellent time-management skills
* Must have achieved a minimum of Grade B at GCSE in Maths, English and Science
* Demonstrate a commitment to the goals and ethos behind The Tutor Trust
* Enthusiasm and ability to contribute to the successful development of The Tutor Trust
* Understanding of the National Curriculum, GCSE syllabus and have a broad understanding of policy issues and educational best practice relating to improving pupil achievement at KS3 and KS4
* The ability to work with children from complex background and with complex needs

**Application Information**

- Closing date for applications: 12 noon on Friday 25th February 2019

- Interviews to be held: w/c 25th February 2019

- Start date: ASAP

**General**

The job is a full-time position and will be based at the Tutor Trust office in central Manchester, with frequent travel required across Greater Manchester to deliver tuition. All reasonable travel expenses on Tutor Trust business will be reimbursed (not including your regular commute from home to the Tutor Trust office).

Holiday entitlement will be 28 days per annum (inclusive of Bank Holidays, pro rata). The role will involve working occasional unsocial hours in the evenings and at weekends.

Tutor Trust is signed up to the Government-backed NEST pensions scheme, which is offered to our employees (with an employer contribution) after the qualifying period.

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

Candidates are required to submit a completed application form outlining how they meet the requirements of the role and why they want the role. Please email completed application to [recruitment@thetutortrust.org](mailto:recruitment@thetutortrust.org) by the date above.

The Tutor Trust is an Equal Opportunities Employer

For further general information on Tutor Trust: www.thetutortrust.org

For further specific information on our two-year project with the Alternative Provision Innovation Fund:

<https://www.thetutortrust.org/news/new-500k-project-on-alternative-provision-as-tutor-trust-and-tlc-talk-listen-change-win-major-contract-from-department-for-education>

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