Job title: Tutor Recruitment and Development Officer
Salary range: £24,000 - £29,000
Contract: Permanent, 35 hours per week
Ideal start date: 16th August 2021
Location: Shoreditch, London

We want a world where income doesn't affect education. So, we're on a mission to use the power of tutoring to smash the barriers in learning and enable every child to succeed. We are on the lookout for a Tutor Recruitment and Development Officer to join us on this exciting journey!

About Tutors United

We are an award-winning and rapidly evolving social enterprise, delivering confidence-boosting, attainment-raising group tutorials to some of Planet Earth's coolest primary school pupils. We are committed to bringing the benefits of tutoring to every child, ensuring their socio-economic background doesn't hinder their achievement in life.

We do this by hiring and training brilliant university students to deliver after school group tutoring in core subjects with a specially devised curriculum, designed by expert teachers. We are the affordable option for parents and funders who want to see fantastic results for primary school children from low-income households and have a brilliant Tutor Recruitment and Development Officer position available for an ambitious, dedicated, and proactive individual!

Job purpose

The Tutor Recruitment and Development Officer will drive our tutor strategy and manage tutor recruitment, allocation, and development. This will involve building and managing university and employer partnerships, designing and running campaigns to attract new tutors, and coordinating tutor recruitment and training alongside working with tutor timetables and allocating tutors to our various sites. The Tutor Recruitment and Development Officer will line manage the Tutor Coordinator and be responsible for our tutor journey from attraction to becoming a graduate and alumni of Tutors United.

The Tutor Recruitment and Development Officer is a varied role, reflecting the many different aspects of the tutor's involvement and importance to Tutors United. The Tutor Recruitment and Development Officer will be working predominantly within the programmes team, working closely with our Head of Programmes and Programme Managers to ensure tutors are supported in their delivery of our programme and their own personal and professional development.

As well as working with tutors within daily operations, the Tutor Recruitment and Development Officer will be focused on projects to develop partnerships that enhances Tutors United's ability to attract tutors and build opportunities for tutors once they graduate from University and the programme.

We are looking for a proactive, outgoing, and charismatic individual who is prepared to challenge themselves. You will need to be solutions orientated and comfortable delivering presentations and training for different sized groups. If you are passionate about the development of young people and would like to see your ideas and skills, come to life and contribute to the growth of a promising social enterprise, then you will love it here!

Key accountabilities

Tutor management and development

- Developing and delivering training that encourages excellent tutoring and offers transferable skills for tutors.
- Building partnerships to establish our 'tutor development package'.
- Supporting tutor well-being and ensuring performance standards are met.
- Fostering team spirit amongst tutor cohort and mobilising tutor alumni network.

Tutor Coordination

- Line managing a Tutor Coordinator and ensuring they are supported to manage tutor coordination, timetabling and communication so we deliver amazing lessons to the coolest pupils

Tutor recruitment and attraction

- Developing and delivering tutor recruitment and onboarding strategy.
- Working alongside the programmes team and management to develop campaigns to demonstrate our high-quality alumni and assist with future partnerships with employers.
- Working with the programme team to create online marketing material to increase the profile of our cohort's work.
- Identify forward-thinking colleges, universities, and career departments in London to help build our 'early engagement and attraction' tutor pipeline.

Tutor impact and evaluation

- Evaluating the tutor programme and identifying areas of improvement.
- Ensuring our cohort reflects the diversity of our beneficiaries to maximise our impact.
- Organising tutor lesson observations and building other quality assurance systems.
- Building an impact measurement framework for tutors.

Technical competencies

- 'Can do' attitude.
- Strong verbal and written communication skills.
- Ability to present and deliver training (internal and external).
- Strong IT skills, including Excel and use of word processing packages, including Microsoft Office.
- Strong organisational and time management skills.
- Strong problem-solving skills.
- Strong administration and timetabling skills.
- Good numerical skills and the ability to handle and work with data.
- Ability to interpret and analyse information.

- Ability to prioritise tasks.
- Proactive individual, able to work in a team and independently.

Requirements
- Experience working with children and young people.
- Experience managing people in a professional capacity (desirable).
- Project management experience.
- Primary based teaching experience (desirable).
- Driven by our mission to use the power of tutoring to break down the barriers in education and enable every child to succeed.
- Strong stakeholder management and relationship building skills (internal and external).
- Ability to work in a fast-paced environment.
- Ability to use impact data to drive strategy.

Benefits

The chosen Tutor Recruitment and Development Officer will benefit from 22 days of holiday, plus bank holidays and an additional two-week break during the Christmas holidays. There is a flexible working environment, with 'work from home days' and termly activity-based socials for tutors and staff to celebrate the hard work and achievements of the TU Team. We have a friendly, humorous team culture – so we hope you will be prepared to share your best jokes!

How to apply

To apply for the role, please send your CV and cover letter to careers@tutorsunited.org along with an answer to the following question:

How can Tutors United build a robust tutor pipeline? (You may answer in any manner you wish!)

Applications close at 11 pm on **Monday 26th July,** and interviews will be held on **Wednesday 4th August**. We will invite shortlisted candidates for interviews by Wednesday 28th July.

If you have any questions or would like further information, please contact Alina Monaghan-Gibson on Alina.monaghan@tutorsunited.org or 07748727250 Good luck! 😊