



TUTORS UNITED

Job title: Tutor Coordinator

Salary: £21,000 - £25,000

Contract: Permanent, 35 hours per week

Location: Farringdon, London (hybrid working)

We envision a world where income has no impact on 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 Coordinator 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 how much they can achieve 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 Coordinator position available for an ambitious, dedicated and proactive individual!

Job purpose

The Tutor Coordinator will be the first point of contact for tutors and be responsible for tutor communication, allocation, and management. The role will ensure that tutors are equipped with the information and tools needed to deliver brilliant lessons for our pupils while ensuring the programme operations for tutors are streamlined, automated, and running smoothly to enhance pupil results and enhance the tutor experience.

The Tutor Coordinator will be involved in the tutor's journey from attraction right through to becoming a graduate and alumni of Tutors United. This will involve assisting with university partnerships and campaigns to attract new tutors and leading the delivery of tutor recruitment and training processes alongside working with tutor timetables and allocating tutors to our various sites.

The Tutor Coordinator is a varied role, which represents the many different aspects of the tutor's involvement and importance to Tutors United. The Tutor Coordinator will be working alongside the Tutor Recruitment & Development Officer, with a focus on working with tutors within day-to-day operations and will also support on projects to develop partnerships to assist with attracting tutors to the organisation and creating opportunities for tutors once they graduate from university and the programme.

We are looking for a proactive 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 Coordination

- Coordinating and building tutor timetables to meet the needs of tutors, parents, and partners
- Coordinating and updating tutor training, ensuring each event is fit for purpose
- Leading on tutor communication, reminders, and general tutor communications
- Recruiting and managing the tutors who are promoted to 'Tutor Leaders' and monitoring the performance of the three different area groups
- Assisting the team with running data audits, identifying, and filling any gaps within impact data from tutors
- Coordinating and managing tutor lesson observations
- Updating and maintaining CRM systems with tutor information

Tutor recruitment and attraction

- Leading on overall tutor recruitment and enrolment processes
- Assisting with the development of campaigns and adverts to attract new tutors
- Collating tutor impact data to support the development of university partnerships for tutor recruitment

Tutor management and development

- Coordinating and delivering tutor training events
- Assisting in the development of training that encourages excellent tutoring and offers transferable skills for tutors
- Fostering team spirit amongst tutor cohort
- Supporting tutor well-being and ensuring performance standards are met

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

- Experienced working with young people and able to assess the skills gained from teaching
- 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

Encouraging diversity

Equality and diversity are central to the work of Tutors United. As such we are committed to ensuring that every employee, volunteer, and sessional worker within the organisation is treated with dignity and respect. Representation and diverse opinions matter at Tutors United. Therefore, we strongly encourage applicants from groups that are underrepresented in the sector, including Black and Asian people and those with similar lived experiences to our beneficiaries.

Benefits

The chosen Tutor Coordinator will benefit from an annual training budget, 22 days of holiday 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 tutoring have an impact on young people? (You may answer in any manner you wish!)

Applications close at 11 pm **on Monday, 7th February** and interviews will be held on **Wednesday, 16th February**, Shortlisted applicants will be contacted for interviews by Thursday, 10th February.

If you have any questions or would like further information, then please contact Alina Monaghan-Gibson (Alina.Monaghan@tutorsunited.org). Good luck!