



Job title: Tutor Development Manager

Salary range: £30,000 - £35,000

Ideal start date: 20th March, 2023

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.

About Tutors United

We are an award-winning and rapidly evolving social enterprise, delivering confidence-boosting, attainment-raising group tutorials to some of the country'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 Development Manager position available for an ambitious, dedicated, and proactive individual!

Job purpose

The Tutor Development Manager is responsible for ensuring our tutors have the skills, support, and development opportunities to not just excel in their tutor role, but also to find meaningful employment or training following their graduation. This will mainly involve building and managing employer partnerships, creating a strategic vision for Tutor Training, and managing the Tutor Team to ensure each year's tutor cohort is characterised by quality, commitment, and diversity. The Tutor Development Manager will line manage the Tutor Development Officer and be responsible for ensuring that each stage of the tutor journey from attraction to alumni guarantees successful delivery of our programmes.

Most importantly, the Tutor Development Manager will consistently guide and steer the direction of the Tutor Team to ensure TU continues to make a positive impact at the end of the programme – thus making them accountable for the retention and development of tutors as we continue to grow into new areas of the country. This is a crucial role which drives team performance towards achieving our strategic objectives and ensures the tutor team is operating in such a way that we are able to hit our organisational targets for impact, finance, and growth.

The Tutor Development Manager is a varied role, reflecting the many different aspects of the tutor's involvement and importance to Tutors United. As well as overseeing the successful execution of daily operations, the Tutor Development Manager will work closely with the Head of Regions and wider programmes team to create strategic development opportunities

for our tutors that enhance our ability to attract high quality tutors and ensure their own personal and professional development. They will also develop and refine our Tutor Impact and Measurement systems, so that we are able to make data-driven decisions around recruitment, retention, and tutor development. This will involve identifying trends amongst tutors, making strategic adjustments in response to those trends, and reporting to senior members of Tutors United and our Board of Trustees at different points throughout the academic year.

The Tutor Development Manager will embody our company values:

- **Family-focused:** The Tutor Development Manager will champion the importance of parents and families in education and ensure all current and future programmes contribute to supporting families in participating in their child's education.
- **Bold:** The Tutor Development Manager will embrace new ideas and approaches and take a creative approach to the development of TU's programmes.
- **Brilliant:** The Tutor Development Manager will foster a culture of enthusiasm and excellence amongst their delivery team by leading with a positive attitude and driven mindset. All members of the team will be aware of their own performance expectations and will be given the support to do their best work.
- **Committed:** The Tutor Development Manager will be motivated by a commitment to our mission, families, tutors, and the communities in which we operate. This means learning from our mistakes, making necessary connections, and continue to work towards excellence.

We are looking for a proactive, outgoing, and charismatic individual who is prepared to challenge themselves. You will need to be solutions orientated, comfortable managing a team, and passionate about our work. 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 implementing a partnership strategy to identify and appeal to potential business partners
- Building employer partnerships to establish our 'tutor development package' and enhance our training offer to tutors
- Ensuring tutor management systems support well-being and ensure performance standards are met
- Fostering team spirit amongst the tutor cohort
- Engage wider sector to identify development opportunities for tutors

Team management

- Line managing a Tutor Development Officer and ensuring they are supported to manage tutor recruitment, coordination and communication so we can consistently deliver amazing lessons

- Optimising the tutor team's performance and ensuring staff are developing and achieving our impact goals

Tutor recruitment and attraction

- Working alongside to develop and deliver a 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.
- Identify forward-thinking colleges, universities, and career departments in London to help build our 'early engagement and attraction' tutor pipeline.

Tutor impact and evaluation

- Building an impact measurement framework for tutors which allows us to assess the effectiveness of our management systems, trends in tutor motivation and retention, and our overall impact in relation to our tutors.
- Evaluating the tutor programme and identifying areas of improvement.
- Working alongside the Tutor Development Officer and Coordinator to implement improvements.
- Ensuring our cohort reflects the diversity of our beneficiaries to maximise our impact.

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.



Encouraging diversity

Representation and diverse opinions matter at Tutors United. We are eager to hear from individuals with lived experience of educational inequality or youth unemployment who may have valuable insight or skills to contribute to our mission. Having been founded by a young Black man, Tutors United has always been aware of the interplay between race and education. The same goes for the lack of representation in the charity and social enterprise sector, particularly among senior roles. We value those voices and insights here at Tutors United. Therefore, we strongly encourage applicants from underrepresented groups in the sector, including Black and Asian people and those with similar lived experiences to our beneficiaries.

Benefits

The chosen Tutor Development Manager 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 evidence the impact they have on young people in the UK? (You may answer in any manner you wish!)

Applications close 11:00pm on Friday, 27th January and interviews will be held on Wednesday, 8th February. Shortlisted applicants will be contacted for interviews by Tuesday, 31st January.