

Volunteer Tutor Role Description

Action Tutoring's Mission:

Action Tutoring supports young people facing socio-economic disadvantage to achieve a meaningful level of academic attainment, with a view to enabling them to go on to further education, employment or training. We do this by partnering high quality volunteer tutors with pupils to increase their subject knowledge, confidence and study skills. We particularly focus on supporting pupils from low income backgrounds in English and maths at GCSE.

Where do you come in?

As a volunteer tutor you can have a big impact on the students on our programmes! Our tutors do more than simply help students work through an equation or identify a literary technique, they also act as positive role models and raise students' aspirations.

As a tutor, you will be responsible for:

- Delivering lessons to your students in weekly sessions in either English or maths. Action Tutoring provide resources, so you don't need to worry about the content, just focus on great and inspiring delivery.
- Working either one-to-one or with small groups of students to help improve their academic ability, develop their confidence in your chosen subject and to help them work on their study skills.
- At all times, acting as a positive role model for students.

What are the qualities that make an outstanding tutor?

We have identified 5 key qualities that we think every tutor should have:

- **Subject Knowledge** – You need to be passionate and knowledgeable about the subject you would like to tutor and feel confident tutoring in your chosen subject at GCSE level.
- **Communication** – We all know that sitting in a classroom or meeting for a long period of time can be dull, so interactive and engaging sessions are a must! Quality tutors will be creative, enthusiastic and clear in their communication.
- **Commitment** – As a tutor, you will be the responsible adult! So, play the part by committing to attending every session and arriving on time, fully prepared for the session. You need to be willing to commit to one session a week (usually 1-1.5 hours) for a term.

- **Tenacity** – Working with young people can be very rewarding but also challenging. You will be resilient, patient and ready to use your initiative to overcome any hurdles. Some experience of working with young people is beneficial but not essential.
- **Empathy** – Tutors need to be relatable to their students and be able to build strong relationships. The more at ease you are with one another the more you will both get out of the programme. Don't be afraid to ask your students about themselves and what they'd like to do in the future.

What will you get from Action Tutoring?

- The **support** of a dedicated Programme Coordinator who will be present at all sessions and will be your key point of contact with the school.
- Tutor **training** before you start and subsequent refresher sessions to give you new ideas and to help you develop your skills.
- Structured tutoring **resources** for delivering your tutorials.
- Updates about the progress of your pupils so you can see the **impact** your volunteering is having.
- Volunteering experience is great for **developing your skills**, confidence and can you give your CV a real boost.
- The opportunity to **meet like-minded people**, either on your programme or at volunteer social events.
- A DBS check paid for by us and travel expenses, should you wish to claim them.

Where can I find more information?

- You can view our volunteer handbook [here](#).
- Or feel free to contact the Action Tutoring team - hello@actiontutoring.org.uk

Ready to apply now?

If you are interested in becoming a volunteer tutor, please apply now at:
<http://www.tfaforms.com/332860>