

Transforming lives  
through tutoring

THE  
TUTOR  
TRUST



inclusive

reflective

communicative

professional

developing

committed

knowledgeable

# Tutor Trust

Your guide to becoming a tutor

respectful

engaging

detailed

prepared

personable



# About us

## Who we are & what we do

For over a decade, Tutor Trust, a proudly Northern charity, has been at the forefront of providing **high-quality tutoring** to young people across the North of England. We work in Greater Manchester, Merseyside, West Yorkshire, and Tees Valley, committed to ensuring that young people who are less likely to access extra educational support, including those in Alternative Provision and those who are cared for, receive the tuition they need. As an education charity, our mission is simple yet powerful: to **transform lives through tutoring**.

Driven by our core values of **fairness, impact, inclusivity and support, quality, ambition,** and a **commitment to learning, we are passionate about making a difference** in our communities, we champion equity in education, believing that every young person, regardless of postcode or background, deserves the opportunity to reach their **full potential**. We partner with schools, colleges, and alternative education providers to deliver impactful tutoring in English, maths, and science, ensuring our support reaches those who can benefit most.

## Why tutoring matters

Tutoring has long been recognised as a valuable tool for boosting academic attainment and opening doors to future opportunities. However, the cost has often made it inaccessible to many. This inequity has contributed to a **significant attainment gap**, particularly affecting young people from **lower socioeconomic backgrounds** and in specific regions like the North of England.

## Our impact

We are committed to changing this. By partnering with universities across the North and engaging talented individuals (like you) from the wider community, as our tutors and trainers, we provide **impactful tutoring in local communities**. We have robust evidence demonstrating the effectiveness and impact of our tutoring programmes. The disruption caused by the COVID-19 pandemic significantly worsened existing inequalities, leading to a widening attainment gap. The impact of disadvantage on pupils, particularly in the North of England, continues to result in lower attainment in core subjects like maths and reading. In 2024 alone, we supported over 6,000 young people in partnership with 149 schools. We believe the **solution lies within our communities**. By mobilising the knowledge, skills, and passion of local people, including university students, we can significantly improve the attainment and outcomes of young people in our regions, fostering a more **equitable future** for all.



# Why become a tutor?

There are a lot of reasons why you might become a self-employed tutor with us – it's fun for a start, and we'll pay you – but more than anything, our tutors deliver our mission to ensure every child has access to a great tutor. We're looking for **highly-motivated individuals** like you to seize this exciting opportunity to make a **real and measurable difference** in the lives of young people across the North of England.

As a tutor with us, you'll have the chance to help young people overcome challenges and achieve their academic goals, all while benefiting from:

- **Flexibility:** You have the autonomy to choose how many hours you dedicate to tutoring, and on which days of the week, allowing you to fit this rewarding role around your other commitments.
- **Meaningful impact:** You'll be directly contributing to our mission of tackling educational inequality and transforming the lives of young people in your community.
- **Professional development:** You'll gain valuable experience and a range of transferrable professional development skills, supported by expert training and ongoing development opportunities.



## The role

As a tutor with Tutor Trust, you will play a vital role in **boosting the academic attainment and confidence** of pupils who need extra support. You'll work directly with pupils in schools, colleges and other settings helping them to grasp concepts, build skills, and achieve their potential. You'll plan and deliver engaging tuition sessions for small groups of up to four pupils, building meaningful relationships with them over the typical 15-week assignment.

**Please note: The more subjects you are able to tutor in (that is, maths, English, and/or science), the more tutoring opportunities will be available to you. This self-employed role takes place during the school day, so applicants must be available between the hours of 8am and 4pm.**

## What we offer

We have a comprehensive high-quality training programme that will support you to become an effective and impactful tutor. You will benefit from:

**The opportunity to connect with the local community:** You'll become an integral part of the local educational landscape, directly supporting young people in your area and contributing to their success.

**Rigorous and comprehensive training:** Our in-house team of qualified English, maths and science teachers, alongside input from external education professionals, deliver an engaging and informative programme. Our training will provide you with all the tools and techniques you need to excel in your new self-employed role.

**Ongoing support and monitoring:** Our dedicated team of experienced educators will provide continuous support and monitoring to help you develop and thrive as a tutor. We are here to help you every step of the way.

**Fair compensation:** We value the crucial work you will do as a tutor and ensure you are paid fairly for your time and expertise. This not only recognises the transformative impact you'll have on young people's lives but also creates opportunities for individuals, including students from diverse backgrounds, to contribute meaningfully to their communities without financial barriers.

**Career skills:** Tutoring with Tutor Trust is a fantastic way to gain practical experience working with young people, which can significantly enhance your communication, interpersonal, and leadership abilities. You'll also develop valuable skills in areas such as planning, organisation, and motivation.

Regardless of your career aspirations, the skills you acquire as a tutor with us are **highly transferable** and can serve as a **strong foundation** for numerous professional paths. And, if you are considering a career in education, tutoring provides real-world experience and a deeper understanding of the learning process. Our **partnership with Teach First** also offers a dedicated route into teacher training for those specifically drawn to that profession.

## Our commitment to equity

We are building a tutor community that **mirrors the diverse backgrounds** of the young people we support. We would encourage you to apply especially if you have a similar background to the young people we support. If you have lived experience of marginalisation, or your life experience is shaped by diverse and intersecting aspects of identity (like race, gender, class, and disability) we'd love to hear from you! We believe this diversity enriches our team and enables us to connect with and support our pupils more effectively.

**We aim to create an inclusive recruitment process. If you require any reasonable adjustments to participate fully in the application or interview stages, please let us know.**

## What we're looking for

We value **potential, passion for education**, and the **ability to connect with young people**. We welcome applicants with **strong critical thinking, communication skills**, and **enthusiasm for their subject**.

### Essential qualities

- Aged 18 or over
- Demonstrable skills and knowledge equivalent to a **grade 6\* at GCSE** in the relevant subject:

**English Tutor:** English Language

**Maths Tutor:** Mathematics

**Science Tutor:** Double or triple award Science

- Awareness of **safeguarding** young people. Successful candidates will be required to complete Tutor Trust's safeguarding training upon successful interview and annually thereafter.
- A genuine **passion** for education and a belief in **equity** in education for all young people, with a commitment to supporting pupil learning and development.
- Available for tutoring **during the school day (Mon-Fri, 8am-4pm)** and able to travel to schools within your local area.
- Demonstrate strong **critical thinking, subject knowledge** and enthusiasm.
- Ability to **clearly explain** concepts, **build rapport** with pupils from diverse backgrounds, **adapt** teaching methods to individual needs, and **communicate effectively** with school/college staff and colleagues at Tutor Trust.
- Understanding of the importance of building **impactful relationships** with pupils over a sustained period (typically 15 school weeks) to support their progress.
- Willingness to contribute to Tutor Trust's development by providing regular **feedback** and promoting our mission of educational equity.

### Desirable qualities

- Experience of **working with young people from a variety of backgrounds**.
- We welcome all applicants who can demonstrate **transferable skills** relevant to the role (such as mentoring - perhaps of a younger relative if not more formally - communication, leadership, or problem-solving, including those with experience outside of traditional educational settings).
- **An understanding of the systemic inequalities that impact educational outcomes** for young people from marginalised backgrounds.
- Applicants with higher academic qualifications (for example A-Levels or a university degree) in their chosen subject area, are eligible to apply as this may open up opportunities to be involved in some of our diversified programmes that we run alongside our tuition in more mainstream school settings.
- While QTS is welcomed for the pedagogical expertise it offers, it is not a requirement. We greatly value the subject knowledge and varied backgrounds of all applicants, regardless of QTS status.
- **The ability and willingness to train to tutor in more than one subject is desirable, as this can lead to more tutoring opportunities.**

## Important guidance

**Flexibility on formal qualifications:** We recognise that valuable subject knowledge and skills can be acquired through various routes. If you do not meet the GCSE grade 6 requirement, please tell us in your application if you:

- Studied that subject at A-Level;
- Are currently studying for a degree in the subject or a closely related field;
- Applied your subject knowledge through an extended period of relevant work or volunteering experience;
- Possess significant lived experience, particularly if you have grown up in a community similar to the ones our pupils come from, or if you are the first member of your family to attend university. We know that this lived experience gives you a strong understanding of the multiple and interconnected challenges pupils from similar backgrounds may face. It's a significant asset in relating to and supporting them. Your insights into the challenges pupils may face in engaging with education, informed by your own experiences, are highly valued.
- Gained qualifications equivalent to GCSE level in that subject in another country at age 16. If this applies to you, please contact our recruitment team for further information on how to proceed: [recruitment@thetutortrust.org](mailto:recruitment@thetutortrust.org)

### Resources and support

- Read our [application and training FAQs](#).
- Hear from [Farhan](#), one of our Manchester tutors.
- Email us for any further questions: [recruitment@thetutortrust.org](mailto:recruitment@thetutortrust.org).

### Guidance for self-employed tutors

As a self-employed tutor, it's important to understand your responsibilities. For comprehensive and up-to-date information on working as self-employed, including guidance on tax and National Insurance, please refer directly to the official HMRC website: [View and prove your immigration status: get a share code - GOV.UK \(www.gov.uk\)](#). Additionally, if applicable, you can view and prove your immigration status by obtaining a share code from the GOV.UK website: [www.gov.uk](http://www.gov.uk).

The Tutor Trust is **committed to safeguarding** and takes its responsibility seriously. It is a **legal requirement** that all our tutors have an **enhanced DBS check** on the update service. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. You can read our full [child protection and safeguarding policies and practices](#) on our website.



# Our tutor journey



## Recruit

### We select high-quality candidates.

Our rigorous recruitment process is designed to identify and select highly-qualified tutors who are passionate about supporting young people. Our application form is designed to help you showcase your personal investment in supporting young people, our mission and values. If you are successful, you will be invited to interview, where you will demonstrate subject knowledge and tutoring skills through role-play.



## Train

### Our qualified teachers, in collaboration with our university partners, provide initial training on effective tutoring methods.

Our training is designed to equip you with the skills and knowledge needed to effectively support pupils. Through online modules, Live Sessions, and ongoing mentoring, you will gain practical skills to create engaging and supportive lessons.



## Tutor

### Our tutors deliver one-to-one and small-group tutoring sessions in schools.

As a tutor, you will deliver high-quality sessions that support pupils' progress and boost their confidence, while gaining valuable experience and making a positive impact on your community.



## Monitor

### Our qualified teachers regularly assess tutor quality and provide feedback.

To ensure high-quality tutoring, our qualified teachers will visit you in school/college for lesson observations or learning walks. This helps us support you in delivering the best possible support to pupils.



## Support

### We offer dedicated support, resources, and mentorship to tutors.

You'll receive dedicated support, including ongoing training, resources, and coaching, ensuring you're well-equipped to deliver high-quality tutoring and achieve your full potential.



## Reward

### Our tutors earn £20 per hour for meaningful work that directly contributes to their academic and professional development, while fostering a sense of community, social responsibility, and equity.

As a tutor, you'll hone your communication, problem-solving, and leadership skills, and build valuable relationships with other educators and professionals.

# How to apply and selection process

## Application

Your application form is the first step towards becoming a valued tutor with us! You will find the online application form on our website. The information you provide is crucial in helping us assess your suitability for an interview. Please complete all sections of the form clearly and thoroughly. **Please do not send CVs, as we cannot accept them.**

### Key Information we need:

- **Personal details:** Ensure your contact information, including phone number and email address, is accurate.
- **Employment history:** Provide a complete employment history, explaining any gaps. If you haven't had paid employment, detail any relevant roles such as work experience or volunteering.
- **Education:** If you're a university student, include your university and degree title.

### Personal statement: **Showcase your potential!**

This section is your **chance to shine** and tell us why you're the right person to become a tutor with Tutor Trust! Using specific examples, please explain how your knowledge, skills, and experience align with the essential and desirable criteria outlined in the Person Specification.

Instead of simply stating that you meet the criteria, describe how you meet them. Provide context by explaining:

- When did you demonstrate this skill or knowledge?
- Where did this experience take place?
- What was your role and what was involved?

If you don't have a lot of paid work history, don't worry! You can draw on relevant life experiences such as: caring for family members; participating in sports clubs or other extracurricular activities; volunteering.

### Use of AI

While we understand AI can assist with writing, your personal statement must be your own original work. We are looking for your unique perspective, your personal experiences, and your genuine passion for this role. **Submissions that are found to be primarily AI-generated will not be considered further.** Please use AI only as a tool for structuring or refining your own thoughts and words. The core content, examples, and your individual voice should be clearly evident and authentic.

We're eager to get to know the real you. Let your individuality shine through!

## Help with the application form

If you have any difficulties with our online application form or have any queries, please email [recruitment@thetutortrust.org](mailto:recruitment@thetutortrust.org)

## Monitoring for equity

Our application form includes equity monitoring questions. The information you provide will help us monitor the effectiveness of our recruitment policies and procedures in the long term and will form part of your record if your application is successful.

## Shortlisting

Our trained shortlisting panel carefully reviews every application to assess how well each applicant meets the requirements for the role. We look at your **entire application**, but pay particular attention to your **personal statement**, so please provide plenty of detail.

We take a holistic approach:

- **We read your entire application:** We look for relevant information in all sections, not just one. For example, if you mention experience with children in your personal statement but not in the work history section, we'll still consider it.
- **We focus on how you meet the requirements:** Our assessment is based on how well you demonstrate the skills and experience needed for the role.

Applicants who best demonstrate how their skills and experience align with what we're looking for will be invited for an interview.

## Interview

If your application is successful, you'll be invited to an **online interview** with a panel of two people and we ask that you have your camera enabled for this interview. This interview is a chance for us to get to know you better and for you to learn more about the role.

During the interview, the panel will ask you a set of **four questions** covering key aspects of the tutor role, including your **motivations for joining Tutor Trust** and your **interest and passion for the subject** you want to tutor. These questions are designed to help us understand your skills, experience, and approach. You will also take part in a **five-minute roleplay** situation and this will be sent to you prior to the interview so that you can prepare. We ask all candidates the same set of questions to ensure a fair and consistent process. The panel will be taking notes throughout the interview. This is to ensure they have a clear record of your answers and can make a fair and justifiable decision based on the evidence you provide.

## Feedback

If you are unsuccessful and want to discuss your interview, please contact [recruitment@thetutortrust.org](mailto:recruitment@thetutortrust.org). We will ask the recruiting panel to provide you with constructive and useful feedback to support you with future applications.

## Background checks

Upon a successful offer to work with us as a self-employed tutor, we will need to conduct several background checks and will require some additional details from you.

## Right to work in the UK

The successful candidate must, by the start of the position, have permission to register and work as a self-employed worker in the UK. To comply with the Immigration, Asylum and Nationality Act 2006, you will be required to provide right to work documentation as part of the pre-appointment checks. Please visit <https://www.gov.uk/right-to-work-checklist> to see a list of acceptable documentation. It is an essential requirement to provide evidence that you have the right to work in the UK. to see a list of acceptable documentation.

## Qualifications

If you are offered the opportunity to tutor with us, we will need you to send over original copies of your GCSE English and GCSE Maths certificates. If you've applied to be a science tutor, please also provide original copies of your GCSE Science certificate(s).

## Employment history

If you have not provided full employment history in your application form or if there are unexplained gaps, we will request this information. Therefore, it is important you provide full details in your application when you apply to speed up the checks.

## References

We require a minimum of two references:

1. **Character reference:** This should be from someone who knows you outside of a work or academic setting and can speak about your personal qualities, integrity, and suitability for working with young people. This could be a community group leader, sports coach, religious leader, youth worker etc.
2. **Professional reference:** This can be academic (e.g., a teacher, tutor) or from an employer, focusing on your skills and work ethic in those settings.

To ensure impartiality, **neither referee can be a relative or a friend**, and you must have known each for at least six months.

## Disclosure and Barring Service (DBS)

We will request a check via the Disclosure and Barring Service (DBS) if you are successful at interview. The Disclosure and Barring Service (DBS) is a government agency which undertakes criminal record checks on behalf of employers or individuals who work with (or wish to work with) vulnerable groups and children.

We may also conduct publicly available online searches on shortlisted candidates as part of our comprehensive recruitment process.

## Application top tips



**Do your research:** show your genuine interest by researching Tutor Trust's work and the demographics of the community you could be serving. This knowledge will help you connect with us and demonstrate your understanding of the role.

**Be authentic:** your personal statement let's us know who you are. We want to know about your lived experience and how that has led to you wanting to transform lives through tutoring

**Revisit your application:** your application is your first impression, make it the best it can be. Check for spelling, grammar and punctuation and ensure you get close to the word count.

**Prepare:** for the roleplay element we strongly suggest creating resources such as a work sheet or a slide deck. This can help focus your teaching and show us how much effort you have put into your preparation.

**Ask questions:** you may want to have questions to ask the interview panel at the end. A job interview is a two-way process - it is an opportunity for you decide whether this is the right role for you.

# Training & development

All our tutors are required to complete our comprehensive **Core Tutor Training**. This essential training will equip you with the skills and knowledge you need to excel in your role.

The training involves approximately **10 hours of online, self-paced learning** that you can complete at your convenience. In addition, there are **three Live Sessions** held on Zoom with our trainers and fellow new tutors, **totalling 3.5 hours** spread across these sessions.

**We do not offer payment for completing the mandatory Core Tutor Training.** This is because the value and time involved in the training, including the invaluable skills you will gain to become an effective tutor, are reflected in our **generous hourly rate** for tutoring.

As a self-employed tutor with Tutor Trust, you will be paid for the tutoring sessions you deliver. Our hourly rate is competitive and recognises the vital work you do in supporting young people.

To maximise your tutoring opportunities, we also encourage tutors to be willing to undertake **transfer training** in additional subjects. This allows you to broaden your skillset and potentially take on more work.

We believe this structure ensures fair compensation for your time and expertise, taking into account both the tutoring itself and the essential, skill-building training provided.

**Please only apply if you are committed to completing the training and are able to attend our Live Sessions on the dates advertised on our website.**

## Core tutor training

### Block 1: Welcome to Tutor Trust!

**The 'why' of Tutor Trust.** A selection of self-led, online units giving you insight into the context of what we do, who we work with, and why it matters.

### Block 2: High-quality tuition

**The building blocks of effective tuition.** A selection of self-led online units on how to prepare and deliver high-impact tuition sessions that make a difference, followed by a one-hour Live Session on Zoom to enhance your learning.

### Block 3: Subject-specific tuition

**Effectively sharing the subject you love.** A selection of self-led, online units exploring what high-quality tuition looks like in your chosen subject area, followed by a two-hour Live Session on Zoom to enhance your learning.

### Block 4: Getting started

**Tuition logistics.** A selection of self-led, online units detailing the logistics of tuition assignments and applying for work as a self-employed tutor, with a half-hour drop-in session over Zoom to meet some of our school and college partnerships team.

# Further learning and development

We want to support you with your professional development to further improve the quality of tuition and to help you with career progression. Our learning and development events – both in-person and online – are organised at regular times throughout the year. We encourage you to attend our **free learning and development events** to develop your skills and knowledge.

Information on upcoming events is also shared monthly in our Tutor News email, and can be viewed on our learning and development opportunities calendar.

## Outreach Team

As well as tutoring, we provide **additional opportunities** for our tutors to join our Outreach Team. This team is a collective of tutors who help our charity with **outreach, insights, and engagement** with our multiple partner universities. As an Outreach Team member, you would be paid to do a range of work including attending careers fairs, networking with your university network, creating digital content, and providing insights and feedback for our Recruitment Team.

## Peer mentoring

All our new tutors have access to our **Peer Mentoring Programme**, which pairs new tutors with one of our experienced tutors. The aim is to **build on the skills** gained in training and to make new tutors feel more confident as they begin tutoring with us. You choose the areas to focus on and your mentor supports you by providing feedback on your planning, sharing useful resources, planning together and giving you useful hints and tips from their own experience. The programme is supportive, non-judgmental, and tailored specifically at the areas you need to develop further.

# How to apply

We appreciate your interest in becoming a Tutor with Tutor Trust. We invite you to visit our **website** to delve deeper into our work, our values, and the vital role our tutors play.

When you feel you have a good understanding of who we are and the impact you can make, and you're ready to embark on this fulfilling opportunity, please head to our website and click '**Apply Now**', or click the link below:

[\*\*Apply Now\*\*](#)

