

Transforming lives  
through tutoring

THE  
TUTOR  
TRUST



# Tutor Trust

Your guide to becoming a tutor



Registered charity: 1144043

## We work with children and young people. That means that we take safeguarding seriously from the very start.



Tutor Trust is committed to safeguarding and promoting the welfare of children and young people. This role is classified as a **regulated activity** under the Safeguarding Vulnerable Groups Act 2006. Our recruitment, selection and pre-appointment checks are designed to **deter, identify and reject** unsuitable candidates at every stage of the process.

This role involves working directly with children and young people. **All tutors must complete an enhanced DBS check** (including a check of the Children's Barred List), provide satisfactory **references**, and complete our **safeguarding training** before they begin tutoring.



# Who are we?

Tutor Trust is a Northern **education charity**. We provide **high-quality tutoring** in **English, maths and science** to young people who are least likely to be able to access extra educational support, including pupils from lower socioeconomic backgrounds, those in Alternative Provision, and young people who are cared for.

We partner with schools, colleges and alternative education providers across **Greater Manchester, Merseyside, West Yorkshire and Tees Valley**. By connecting talented people from local communities with young people who need support, we can help to close the attainment gap.

**10+**

years transforming lives  
through tutoring

**5000+**

young people supported  
in 2025-26

**183**

partner schools across the  
North of England

**£20**

per hour for every session  
you deliver

## What will you be doing?

As a Tutor Trust tutor, you'll **plan and deliver engaging English, maths and/or science tuition sessions** for small groups of **up to 4 pupils**. You'll work directly with young people **in schools, colleges and other educational settings**, helping them to grasp concepts, build skills and grow in confidence. Most tutoring assignments last around **15 weeks**, so you'll build real relationships with your pupils over that time.



**Maria says...**

You collect so many skills that can be applied across many industries, skills like communication, preparation, and problem-solving abilities. It also helps with your memory as there will be certain things you will have to remember to help the students.



## What are the basics?

Sessions take place **during the school day, Monday to Friday, between 8am and 4pm.**

You choose how many tutoring assignments you take on, **fitting the role around your other commitments.**

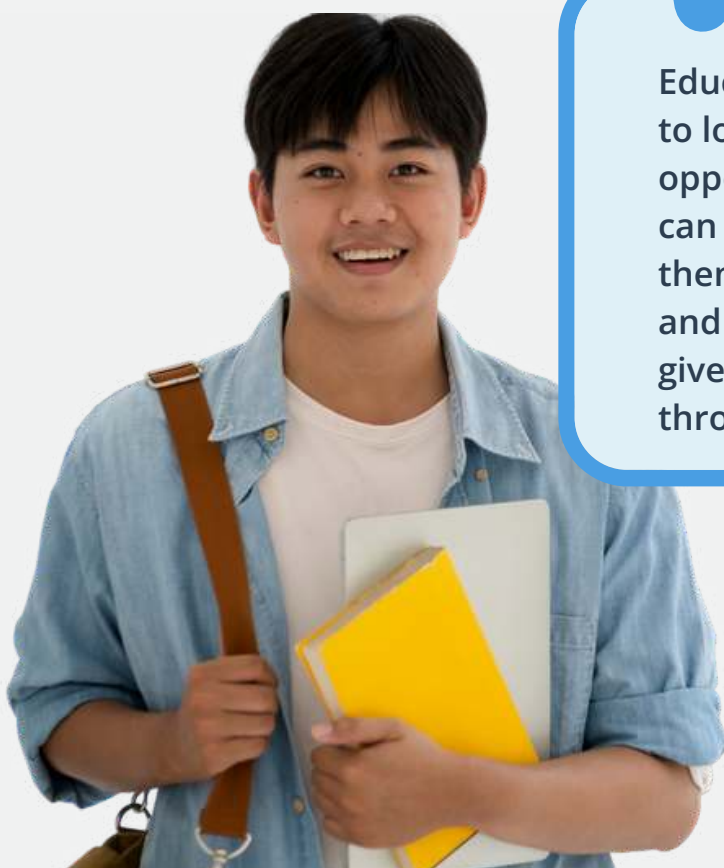
You'll tutor in English, maths and/or science. **The more subjects you can tutor in, the more opportunities you'll have.**

This is a self-employed role. You'll need to **manage your own tax and National Insurance contributions.**



**Charlie says...**

Education is transformative - I only have to look at my own life and the opportunities I've had - but not every one can access education in a way that allows them to thrive. Tutoring can help do that and is truly transformative because it gives young people better life chances through education.



# Is this role right for you?

## You should apply if:



- You get personal satisfaction from **helping someone grasp something they've been struggling with.**



- You genuinely care about young people and **believe that every pupil can make progress**, regardless of their starting point.



- You're open to feedback and **willing to reflect on your own practice.** You want to get better at what you do.



- You're **confident in your subject knowledge** and can explain things clearly to someone who is finding it difficult.



- You're **reliable.** For the young people that you'll work with, showing up consistently matters more than being brilliant once.



- You can **commit** to completing the **training programme**, including attending Live Sessions and meeting compliance deadlines.



- You're comfortable working in school/college environments and **take professional standards around conduct and safeguarding seriously.**

## You may also be interested if:



- You're considering a career in **teaching or education** and want to find out what it's really like in a classroom before you commit.



# What will you get?

- ✓ **Meaningful work:** You'll be directly contributing to our mission of tackling educational inequality in your local community.
- ✓ **Professional development:** You'll gain experience working with young people and develop transferable skills in communication, planning, organisation and leadership.
- ✓ **Expert training:** Our in-house team of qualified teachers will equip you with the tools and techniques that you'll need to deliver great tuition.
- ✓ **Ongoing support:** Dedicated mentoring, lesson observations with feedback, and free learning & development events throughout the year.
- ✓ **Community:** You'll join a network of tutors and educators who care about the same things that you do.
- ✓ **Career pathways:** Our partnership with Teach First offers a dedicated route into teacher training for those who want it.



## You should think carefully before applying if:

You're only available during evenings or weekends. **Almost all tutoring takes place during school hours (8am–4pm, Monday to Friday).**

You're not able to commit to the training. Our **Core Tutor Training takes approximately 13.5 hours over 3 weeks to complete and includes 3 online Live Sessions on set dates.**

You're looking for guaranteed hours. Tutoring opportunities depend on school demand, your subject(s), your location and your availability. **You need to be flexible.**

You see this primarily as a CV exercise. We're looking for **people who are motivated by the impact on the young people that we work with, not just the experience for themselves.**

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

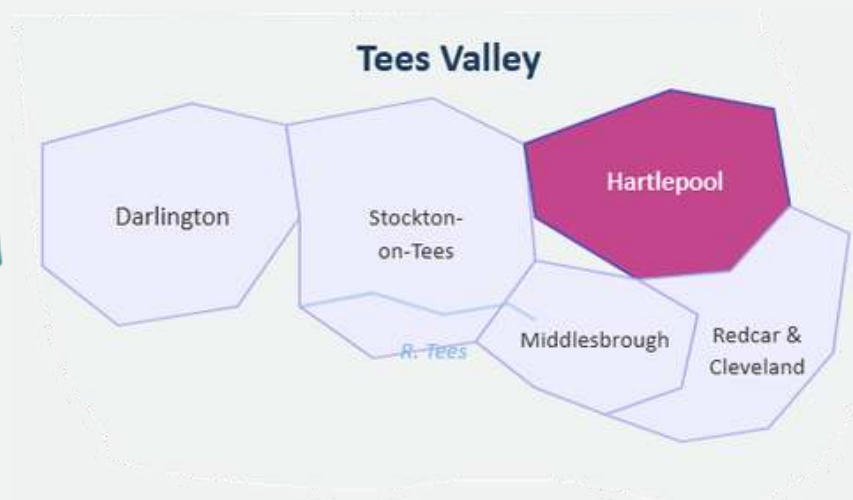
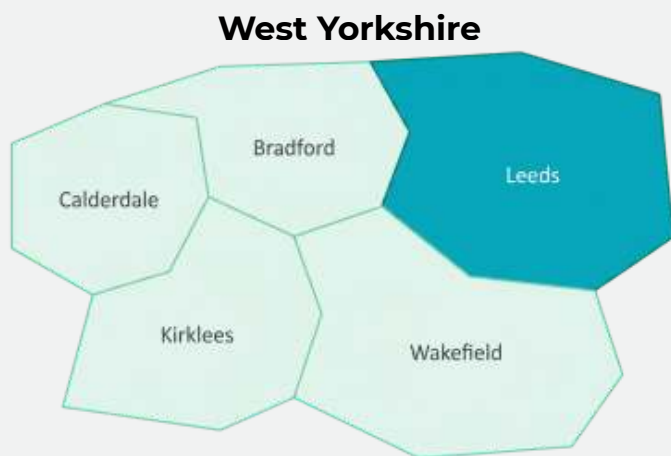
# Where do we work?

Our partner schools are spread right across each region, not just in city centres.

All maps are indicative. Coverage depends on school partnerships.



You're responsible for getting yourself to your schools on time.  
Before you apply, think realistically about how you'd travel across your region.



If you are only willing to travel to a very small area, the number of assignments that we can offer will be limited.

Our partner schools aren't chosen at random. **We work in areas where the attainment gap is widest and where young people are least likely to access private tutoring.**

These are communities where the need is greatest, and that's exactly why we're there. When you tutor with us, you'll be working in schools that have actively asked for our support because their pupils need it.

# What do you need?

## You must:

- Be aged 18 or over and not currently undertaking sixth form, college, or equivalent post-16 study (e.g., A-Levels, BTECs, or T-Levels).
- Be available to tutor **during school hours (Monday to Friday, 8am to 4pm)**.
- Have demonstrable skills and knowledge **equivalent to a grade 6 at GCSE** in your chosen subject (English Language, Mathematics, or Double (Combined)/Triple Award Science).
- Be willing to complete an **Enhanced DBS check, with a check of the Children's Barred List**, and to **subscribe to the DBS Update Service**.
- Complete Tutor Trust's **safeguarding training** before beginning any tutoring.
- Be able to **travel to schools within your local area**.
- Have the **right to work and register as self-employed in the UK** by the start of the position (upon receipt of a conditional offer and before the commencement of training).



## It's also helpful if you:

- Have experience of working with young people from a range of backgrounds.
- Hold higher qualifications (A-Levels or a degree) in your chosen subject, which may open up opportunities on our diversified programmes.
- Are **willing to train to tutor in more than one subject**.
- Have an understanding of the **systemic inequalities that affect educational outcomes** for young people from **marginalised backgrounds**.



## What if you don't meet the qualification requirements?

We recognise that **subject knowledge comes through many routes**. If you don't meet the GCSE grade 6 requirement, please tell us in your application if you've studied the subject at A-Level, are currently studying for a relevant degree, have applied your subject knowledge through significant work or volunteering experience, or have equivalent qualifications from another country.

**We also value lived experience.** If you've grown up in a community similar to the ones that our pupils come from, or you're the first in your family to attend university, that understanding and experience is a real asset. **Tell us about it.**

If you hold qualifications from outside the UK, please contact us before applying: [recruitment@thetutortrust.org](mailto:recruitment@thetutortrust.org)



# What are we looking for?

We've built our recruitment process around our **tutor competencies**. We're sharing them with you now so that you know exactly what we're looking for. When you write your personal statement and prepare for interview, **think about how you demonstrate these qualities**.

## The expert

*I know my stuff and inspire others; only my best is good enough*

**Competencies:** Knowledgeable, reflective

**Tutor Trust values:** I am ambitious and I learn



## The professional

*I am reliable and represent the charity well; I take responsibility for delivering high-quality tuition*

**Competencies:** Committed, communicative

**Tutor Trust values:** I am quality-focused and passionate about making a difference



## The relationship builder

*I see my pupils and they feel seen by me; I believe that every young person can make progress*

**Competencies:** Engaging, inclusive

**Tutor Trust values:** I am inclusive, supportive and fair



**Madiha says...**

Tutoring allowed me to manage my time effectively as I had to balance studies, tutoring and a social life whilst tutoring. It also gave me a new found confidence; I was incredibly nervous for my first few sessions but you learn to adapt straight away.



# What checks will you need to complete?

Tutoring with Tutor Trust is a **regulated activity** under the Safeguarding Vulnerable Groups Act 2006. This means we're **legally required to carry out a range of checks before any tutor begins working with young people**. We take this seriously, and we need you to take it seriously too.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

## What we'll need from you:

### Enhanced DBS Check

All tutors **must hold an Enhanced Disclosure and Barring Service (DBS) check**, including a check of the Children's Barred List. You'll also need to **subscribe to the DBS Update Service** so that your check stays current. If you already have an Enhanced DBS on the Update Service, we'll carry out a status check. If you don't, we'll guide you through the application process.

### References

We require a minimum of two references, which will be requested before you begin tutoring. These must speak to your **personal qualities, integrity and suitability for working with young people**.

- **Character reference:** This could be an employer, academic teacher or tutor, community group leader, sports coach, religious leader or youth worker. This can **not** be a friend or relative.
- **Professional reference:** From an employer or academic contact (such as a teacher or university tutor). If you've previously worked or volunteered with children or young people in any capacity, we'll need your professional reference to come from that role.



### Matias says...

It matched and at times exceeded my expectations for what working with a tutoring service would be like. The team is very passionate and hard-working, which is what made the experience surpass my expectations at times (e.g. with the quality of the online training)

## Right to work & employment status

**You must have the legal right to work in the UK.** Depending on how you join us, the specific requirements are:

- **Standard candidates:** You must have the right to work and register as self-employed in the UK **by the start of the position (before training begins)**. Please note that UK Student Visas do not permit self-employment.
- **Tees Valley candidates via Teesside University Unitemps:** If you are applying for a Tees Valley role specifically through Teesside University Unitemps, you can be on a UK Student Visa, provided you comply with your visa's weekly hourly work limits.
- **Other Tees Valley candidates:** If you are applying for a Tees Valley role but not through Teesside University Unitemps, you must meet the standard self-employed criteria above.

### Please note:

**Visa sponsorship:** We do not hold a UK Visa & Immigration (UKVI) Skilled Worker License and cannot sponsor individuals via Skilled Worker Sponsorship / Tier 2 (General) work visas.

**Proving your status:** If you receive a conditional offer, you must immediately provide proof of your right to work (and your right to be self-employed, if applicable). For a list of acceptable documents, visit: [gov.uk/right-to-work-checklist](https://gov.uk/right-to-work-checklist). If applicable, you can obtain a share code to prove your immigration status at [gov.uk/view-prove-immigration-status](https://gov.uk/view-prove-immigration-status).

## Employment history

If your application doesn't include a full employment history, or if there are unexplained gaps, we'll ask you about them. Gaps aren't a problem in themselves, but we do need to understand them. **Providing full details in your application will speed up the process.**



### Becky says...

Tutoring has given me a new perspective into the challenges that young people are facing and has made me more driven to work towards working with impact driven organisations in my usual work.



## Online Checks

We may carry out **publicly available online searches** on shortlisted candidates as part of our recruitment process. This is in line with safer recruitment guidance.

## Declaration of criminal convictions

Because this role involves **regulated activity** with children, it's **exempt from the Rehabilitation of Offenders Act 1974**. This means you'll be asked to **declare all convictions, cautions, reprimands and final warnings** that aren't protected under the filtering rules. Having a criminal record won't automatically prevent you from working with us, but we need to assess any disclosures as part of our safer recruitment process.



**Important:** Providing false or misleading information at any stage of the recruitment process is grounds for withdrawal of an offer or immediate termination. This applies to your application, your references, your qualifications and your disclosure of criminal history.



# How do I become a tutor?



## Apply

Via our easy online form.



## Shortlisted

You'll hear back from us by email.



## Interview

Interviews take place online over Zoom.



## Offer

You'll hear back from us within 48 hours.



## Checks

DBS, references, right to work, qualifications. We'll guide you through each one.



## Training

Around 13.5 hours of online learning and Live Sessions over 3 weeks.



## Tutor

You're in schools, working with pupils, earning £20/hr.

# How do you apply?

Applications are made through our online form on the Tutor Trust website. We do not accept CVs.

## What does the application cover?

- **Personal details:** Make sure your phone number and email address are accurate. We'll use these to contact you.
- **Employment history:** Give us a complete picture, including any gaps. If you haven't had paid employment, include work experience, volunteering or other relevant roles.
- **Education:** If you're a university student (or have been in the past), include your university and degree title.
- **Personal statement:** This is the most important part. See below.

Our application form includes equity-monitoring questions. The information you provide helps us monitor the effectiveness of our recruitment policies and procedures over time. This data is handled separately from the assessment of your application and will form part of your record if you're successful.

## What should your personal statement include?

This is your chance to show us who you are and why you want to tutor with us.

If you don't have much paid work history, that's fine. Draw on whatever's relevant: caring for family members, sports clubs, volunteering, community work, your own educational experiences.

Don't just tell us you meet the criteria. Show us how. Give us context: when, where, what happened, and what your role was.

Use specific examples.

Refer to the tutor competencies and think about how you demonstrate those qualities.

Explain how your knowledge, skills and experience align with what we're looking for.

## Can you use AI in your application?



We acknowledge that AI tools are widely used and it is fine to use them for proofreading or structuring your thoughts. However, we want to reassure you that **we do not use AI to shortlist applications**. A real team of humans reviews every submission because the empathy and insight needed for tutoring cannot be evaluated by a machine.

Submitting primarily AI-generated content is a misrepresentation of your skills. Applications that are found to be primarily AI-generated will not be taken forward, and we may use AI detection tools to protect the fairness of our process.

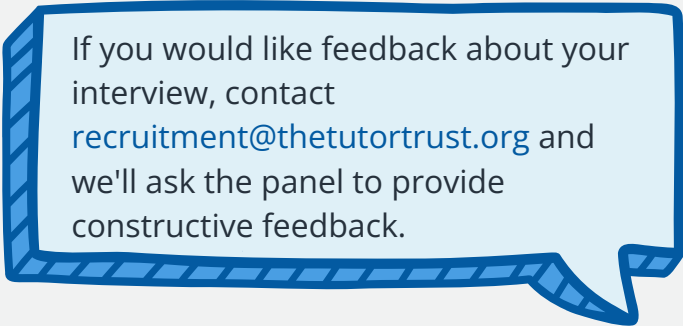
## Interview

Interviews are held online with a panel of two people. **You'll need your camera on and working audio.**

### The interview has two parts:

1. **Questions:** The panel will ask you 4 questions which cover key aspects of the role, including your motivations, your subject knowledge, your approach to working with young people, and your understanding of safeguarding. These questions are the same for every candidate to keep the process fair.
2. **Roleplay:** You'll take part in a seven-minute roleplay of a tutoring scenario. We'll send you the scenario in advance so that you can prepare. We strongly recommend you create resources (a worksheet, a slide deck, or similar) to support your delivery.

The panel will take notes throughout. This is so they can make a **fair, evidence-based decision**. At the end, you'll have a chance to ask questions. Interviews are a two-way process, and we want you to feel confident that this is the right role for you.



If you would like feedback about your interview, contact [recruitment@thetutortrust.org](mailto:recruitment@thetutortrust.org) and we'll ask the panel to provide constructive feedback.

## AI at interview: Our policy

**The use of AI during the interview is not permitted.** This includes AI-generated responses, virtual assistants, real-time transcription tools, interview copilots and automated scripts.

**We want to hear from you, not a tool.** We want to understand your motivation, your thinking and your passion for tutoring. AI technology won't help you connect with pupils in a classroom setting. **For us to properly assess whether you're the right person to work with young people, we need to see the real you.**

Tutor Trust does not consent to interview questions being processed through AI tools. Our interview content is confidential, and running it through third-party AI services is a breach of that confidentiality.

### A note on Assistive Technology

This policy does not apply to legitimate assistive technologies such as screen readers, speech-to-text for hearing impairments, or other accessibility tools. If you use assistive technology and have any concerns about how this policy applies to you, please contact us before your interview at [recruitment@thetutortrust.org](mailto:recruitment@thetutortrust.org) and we'll make sure you're supported.



## TOP TIPS

### Do your research

Show your genuine interest by researching Tutor Trust's work and the demographics of the communities that you could be serving. This knowledge will help you to connect with us and demonstrate your understanding of the role.

### Be authentic

Your personal statement lets 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, as well as
- ensuring that you get
- close to the word count.

Read our [application and training FAQs](#).

### Prepare

For the roleplay element of the interview, we strongly suggest creating resources such as a work sheet or slide deck. This can help to focus your teaching and show us how much effort you have put into your preparation.

### Ask questions

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

*If you have any difficulties with the online application form or have any questions, please email [recruitment@thetutortrust.org](mailto:recruitment@thetutortrust.org). We're happy to help.*

# Your 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.

#### This includes:

- *Educare safeguarding courses*
- *Safeguarding checkpoint one*
- *Unit checkpoints*



## Block 3: Subject-specific tuition

### Effectively tutoring 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.

#### This includes:

- *Lesson planning task*
- *Safeguarding checkpoint three*
- *Unit checkpoints*

## 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.

#### This includes:

- *Card game task*
- *Safeguarding checkpoint two*
- *Unit checkpoints*

## 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 coordinators.

#### This includes:

- *Professional standards checkpoint*
- *Unit checkpoints*

# Further opportunities

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

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 also have a monthly **Tutor News** email, which keeps you updated on our latest resources, events and goings-on at the Tutor Trust.

At Tutor Trust, we are here to enable you to be your very best. By prioritising your ongoing growth, we want to help you create an environment where both you and your tutees can flourish.

## 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 within your university, 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 an experienced tutor. 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 tips from their own experience.

This free programme is supportive, non-judgemental, and tailored specifically to the areas that you would like to develop further.





## Our commitment to equity

We're building a tutor community that reflects the **diverse backgrounds of the young people** that we support. We'd particularly encourage you to apply if you share a similar background to the communities that we work with, **if you have lived experience of marginalisation, or if your life experience is shaped by diverse and intersecting aspects of identity.**

We believe that **diversity strengthens our team** and helps us connect more effectively with our pupils.

If you need any reasonable adjustments to participate fully in the application or interview process, please let us know at [recruitment@thetutortrust.org](mailto:recruitment@thetutortrust.org).



## Self-employment & your responsibilities

**As a self-employed tutor, you're responsible for your own tax and National Insurance.**

For up-to-date guidance, visit the HMRC self-employment pages at [gov.uk/working-for-yourself](https://gov.uk/working-for-yourself).

Being self-employed does not reduce your safeguarding responsibilities. You're still **required to follow Tutor Trust's safeguarding policies and procedures**, complete all mandatory training, and report any concerns through the proper channels. You can read our full child protection and safeguarding policies on our website.



## How we handle your data

Your application will contain personal and sensitive information. We process this data in line with **UK GDPR**. Application data is used only for recruitment purposes and is stored securely. Our equity-monitoring questions are used to review the effectiveness of our recruitment processes and are handled separately from your application. For full details, please refer to our privacy notice on our website.

Email us for any further questions: [recruitment@thetutortrust.org](mailto:recruitment@thetutortrust.org)

[Apply Now](#)

**We're excited to receive your application!**