**Information and Application Form**

Job Description –Tutor

**Job Purpose**

To provide one-to-one teaching to students

**Location**

Face-to-face in Worcester city centre, via online tuition sessions, or in the student’s home. Tutors are not expected to cover all three locations, unless this is something you would like to do.

**Renumeration and benefits**

Tutors are paid a standard rate of £16.50 per hour of tuition delivered for all levels.

All staff have access to our employee support programme, a free helpline for you and anyone living with you to call for advice on a range of issues from debt, to housing. The helpline can also provide a counselling service.

PayCare cash plan giving you cash back on everyday healthcare such as the dentist, opticians, wellbeing, therapies and chiropractic.

Statutory holiday and sick pay.

**Hours and work schedule**

We offer tutors a great deal of flexibility. We ask you to let us know your preferred working hours and days, and we will offer you any suitable students who need tuition within these times. Tuition takes place Monday to Friday, from 10.00 to 19.00, and we welcome applicants who can work a minimum of 4 hours a week, within these hours.

**Person Specification**

**Essential:**

* Excellent subject knowledge.
* Degree (or working towards a degree) in your tuition subject
* Good interpersonal skills e.g. listening, team work, negotiation.
* Excellent standard of written and spoken English.
* Respond flexibly to changing priorities.

**Desirable:**

* Previous successful experience of working in a school, college or other child focussed environment e.g. children’s home.
* Qualified teacher status or equivalent
* Ability and willingness to travel throughout Worcestershire.
* Understanding of safeguarding issues.

Any offer of work is subject to a satisfactory references and DBS check.

**We particularly welcome applicants from those who are significantly underrepresented in our sector, such as disabled people and individuals from Black and Minority ethnic communities.**

**Application Form**

Before completing this form please read the guidance notes [below](#_GUIDANCE_SHEET).

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| **Vacancy Title:** |  |
| **If tutoring, indicate subject(s) and age range** |  |
| **Please tell us how you heard about this vacancy:** |  |

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| 1. **Personal details** |

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| **Last Name:** |  | **First Name:** |  |

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| **Address:** |  |
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| **Postcode:** |  |

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| **Home Telephone No.** |  | **Daytime Contact No.** |  |

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| **E-mail address:** |  |

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| **National Insurance No.** |  |  |  |  |  |  |  |  |  |

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| **2. Preferred hours** |

We like our workers to be willing to work flexibly across the week and need to know when other commitments mean you could not be available to work:

Please tick when you are **available**:

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|  | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | **Sat** |
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| **Morning** |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |

**Please tick which tutoring services you are able/willing to provide.**

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| **Face to face at WLZ site** | **Home tuition (in student’s home)** | **Online (from home or WLZ)** |
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| **3. Driving License**  Do you hold a full, clean driving licence valid in the UK? | **Yes** |  | **No** |  |

If applying for a home tutoring role, do you have reliable transport? **Yes** **No**

*Please note that you will need Business Insurance on your vehicle for this role (this is fairly easy to add to your current policy, and is usually added for free)*

**4. Right to Work in the UK**

Do you have the right to work in the UK? Yes No

If Yes, on what basis do you have the right to work in the UK? (For example, were you born in the UK or do you hold a Visa?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **5. Education/Qualifications** |

Please use this space to include details of your highest and most recent qualifications; we do not require details of qualifications obtained more than 5 years ago if they are not relevant to this role. eg. *We do not need details of all GCSE’s obtained more than 5 years ago but would like details of relevant qualifications (eg. Teaching) however old they are.*

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| **School (11+)** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
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| **College/University** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
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| **Ongoing Professional Development** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
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| **Training and Development** | |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. | |

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| **Training Course** | **Course Details**  **(including length of course/nature of training)** |
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| **Current Membership of any Professional Body/Organisation** |
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| **6. Employment History** |
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**Current or most recent employer**

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| **Name of Employer:** |  |

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| **Address:** |  |
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| **Position Held:** |  |
| **Date/s of employment:** | From: |
|  | To: |
| **Reason for leaving:** |  |

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| **Salary on**  **leaving this post:** |  | **Contact Name of**  **Line Manager:** |  |

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| **Brief description of duties:** |
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**Previous Employment:** Please include any relevant previous experience whether paid or voluntary, starting with the most recent first.

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| **Date (from-to)** | **Name of employer** | **Position held** | **Reason for Leaving** |
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| **7. Information in support of your application** |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the [job description and person specification](#_top) (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. See [guidance sheet](#_GUIDANCE_SHEET) for further information. |

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| 8. Convictions/ Disqualifications |

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| **Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986**  **We would draw your attention to the following statement:-**  “Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.  **Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests). |

Are you subject to any conditions relating to your employment in this country? **YES/NO**

If "yes" please use the space below to tell us what these are?

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**To ensure the safety of our clients/members a DBS check must be completed for all positions. A criminal record will not necessarily be a bar to obtaining a position at WLZ. If a check is returned and reveals any information, this will be discussed with the applicant. The Chief Executive will make a decision as to whether the offer of employment should be withdrawn.**

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| **References** |

If you are successful after an interview with us then we will take up at least 2 professional references (from your most recent and previous employers) and at least one character reference. As we work with children and young people who may be considered vulnerable we take our duty of care very seriously, and this includes completing full and thorough pre-employment checks. If we offer you a position then we will discuss this further with you.

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| **9. Reasonable Adjustments/Arrangements for Interview** |

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

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**If appointed when could you start? Give period of notice if applicable**

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| **Declaration** |

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| **Statement to be Signed by the Applicant**  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  **I agree that Worcester Learning Zone can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the new GDPR laws.**  **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.** |

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| **Signed:** |  | **Date:** |  |
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##### **GUIDANCE SHEET**

Please read through the following guidelines that will help you complete the application form.

* Complete all sections of the form.
* Make sure the form is tidy. Always read through your final version before you send it.
* The form should be word processed and not handwritten.
* Once you have completed this form please upload your application via our website and one of our friendly team will be in touch to discuss your application.

To complete your application:

* Ensure you clearly state the job title you are applying for.
* In the ‘Employment History’ section please state why you have left a position.
* Always explain any gaps in work history.
* Proof of qualifications and membership to professional bodies may be required.

**References**

We will take up professional references once you have been interviewed and **provisionally** offered the post. If you are successful at interview, your referees will be discussed with you; please make sure that you give the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

**Supporting Statement**

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

* Read through the [job description and person specification](#_top) and explain how you meet these criteria.
* Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
* We expect your supporting statement to be a minimum of ¾ of a side of A4 and a maximum of 2 sides.
* Use concise, unambiguous sentences and avoid exaggerations.
* Honesty is always the best policy; please do not make false claims.
* If you are making a career change, stress what skills are transferable to the role you are applying for.
* Avoid the use of AI tools. We want to hear **your** voice!

Finally good luck with your application and thank you for your interest in Worcester Learning Zone.