

Volunteer role description: Academic tutor

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Date of next review: January 2025

Our organisation

The TMS Youth and Arts is an innovative charity that helps bright young people from disadvantaged backgrounds to fulfil their potential by building confidence, removing cultural barriers, and providing social and developmental opportunities.

We recruit, train and support volunteers to tutor a student (aged between 9 and 18) for a few hours a week.

In addition, a dedicated staff member works with these young people to build their knowledge of universities and courses, arrange visits to employers and speakers and provide support and advice on applications and interviews.

TMS Youth and Arts is committed to safeguarding and promoting the welfare of young people and expects all volunteers to share this commitment.

Overview of the role

Volunteer tutors meet with a student for a session per week, usually lasting one or two hours. During this session they will provide an academic tutorial in a subject they have studied themselves, with guidance from the class teacher regarding which topic areas are of greatest benefit to the student.

Volunteer tutors are given support and guidance by TMS Youth and Arts team and will benefit from a designated Charity Officer (CO) with whom regular contact will be made.

Time commitment

- One hour-long tutorial per week (holidays and illness excluded)
- At least 30 minutes preparation time per week ahead of tutorials
- Attend one Tutor Training and Assessment session (2.5 hours)
- Complete and pass an online Child Safeguarding training course (approximately 90 minutes in total)

Location

- TMS Youth and Arts currently operates at Stanmore College

Skills, experience and qualities required

- Tutors who hold an GCSE (or equivalent) can deliver tutorials to KS2 level in their relevant subject(s)
- Tutors who hold an A Level (or equivalent) can deliver tutorials to KS3 & KS4 level in their relevant subject(s)
- Friendly and welcoming with good communication and explaining skills
- Patience and understanding
- Ability to understand and follow Child Safeguarding policies and procedures.

Training and induction

- Volunteer tutors must attend a training session where information will be given on how to tutor, including where to find resources, how to make tutorials fun and how to set meaningful objectives
- Volunteer tutors must also complete and pass a separate online Child Safeguarding module
- Fully trained volunteer tutors will be introduced to their allocated student (tutee) via email by their CO, who will be able to provide the support needed to both parties prior to the first tutorial taking place

Support and supervision

- A designated CO will provide advice and support
- Access to a bespoke academic framework relevant to the subject and level being tutored to guide content for tutorials along with supporting resources

Expectations

- Completion of a DBS check is above 18 (which TMS Youth and Arts will complete on your behalf and will be refreshed every three years)
- Two satisfactory character references preferably from an education or professional setting
- Satisfactory completion of both the Tutor Training session and online Child Safeguarding module
- Agreement with TMS Youth and Arts Volunteering Agreement
- Commitment to safeguarding and promoting the welfare of children and young people
- Willing to adhere to TMS Youth and Arts Compliance and Attendance expectations for tutors (copies of each are available on request)
- Willing to primarily follow guidance provided by tutee's subject teacher as well as using own initiative to help students with problem areas they identify
- Copies of TMS Youth and Arts policies can be viewed online