

## Job Description – Tutor (The Brilliant Tutoring/ Scholars Programme)



The  
Brilliant  
Club

|              |   |
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| Job Title    | <b>Tutor (The Brilliant Tutoring/ Scholars Programme)</b>   |
| Line Manager | Regional Managers   |
| Stipend      | £500 per placement/ additional £100 for course design (The Scholars Programme KS4-5 only). You will also be able to claim travel expenses.  |
| Contract     | Fixed Term  |
| Hours        | Approximately 45 hours work per placement.<br><b>The Brilliant Tutoring Programme:</b><br><b>30 hours tuition</b> per placement plus preparation and marking<br><b>The Scholars Programme:</b><br><b>14 hours tuition</b> per placement plus preparation, marking and trip attendance |
| Based        | Each placement will be based in a school or teaching online.  |
| Start Date   | Ongoing   |

### The Organisation

The Brilliant Club is an award-winning charity that exists to increase the number of pupils from underrepresented backgrounds progressing to highly-selective universities. We do this by mobilising the PhD community to share its expertise with state schools. We recruit, train and place PhD researchers to work with state schools: either part-time as tutors through The Scholars Programme or our new Brilliant Tutoring Programme; or full-time as classroom teachers through Researchers in Schools (RIS).

The Brilliant Club has a commitment to delivering consistent outcomes for our pupils, as outlined in *The Path to Outcomes* strategy.

### The Opportunity

We are excited to be recruiting for tutors to join our Researcher Development Programme, which offers PhD and Early Career researchers a meaningful, paid professional development opportunity.

Tutors working with us will:

- Support local pupils from underrepresented backgrounds
- Get expert training and real experience to develop their teaching and other transferable skills
- Join a nationwide community of researchers making a significant impact on university access
- Develop competencies compatible with Vitae's Researcher Development Framework'

Please see more detail here about both [The Brilliant Tutoring Programme](#) and [The Scholars Programme](#).

The Brilliant Club exists to increase the number of pupils from underrepresented backgrounds progressing to highly selective universities. We think it is important that our charity reflects the lived experience of our beneficiaries, and we want to be an organisation where employees from any background can thrive. We particularly welcome applications from disabled, Black, Asian and Minority Ethnic (BAME), Lesbian, Gay, Bi, Trans including non-binary (LGBTQ+) candidates, and candidates from low-income families. These groups are currently underrepresented at The Brilliant Club and we are committed to increasing representation and diversity at the charity.

### Selection process

1. **Written application** – reviewed by The Brilliant Club recruitment team
2. **Assessment Centre** – you will be asked to prepare and teach a mini lesson and will be interviewed by Brilliant Club staff
3. **Pre-employment checks** – employment will be subject to DBS check, Right to Work check, TRA check (for BTP), and suitable references.



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| <b>To Apply</b>        | Please click <a href="#">here</a> to fill out our Equality and Diversity Monitoring Form and <a href="#">here</a> to submit your application. Please note that we will not consider applications that do not refer to this post.                  |
| <b>Deadline</b>        | Rolling application process – for the next deadline please check: <a href="https://thebrilliantclub.org/the-scholars-programme/for-researchers/application/">https://thebrilliantclub.org/the-scholars-programme/for-researchers/application/</a> |
| <b>Interviews</b>      | Rolling Assessment Centre process – you will be invited to the next available slot.   |
| <b>Further Details</b> | For more information, please visit <a href="#">our website</a> or email <a href="mailto:apply@thebrilliantclub.org">apply@thebrilliantclub.org</a>  |

## Person Specification

### Time and Resource Management

#### Essential

- Able to plan sessions in an organised and efficient manner and adhere to agreed deadlines.
- Excellent timekeeper, ensuring prompt arrival to sessions; well organised within sessions.
- Capable of adapting quickly to new systems/ processes.

#### Desirable

- Confident in using digital systems for delivery of online lessons.
- Experience of creating resources/ work for others; ability to map out a series of sessions in a coherent and logical manner.

### External Stakeholder Knowledge and Management

#### Essential

- Ability to work in a way that promotes the safety and wellbeing of children and young people.
- Professional approach to problem solving with range of stakeholders involved in placements.
- Awareness of role as a visitor within a school community; understanding of the other commitments held by professionals within a school.
- Understanding of The Brilliant Club mission and the Widening Participation agenda nationally.

#### Desirable

- Understanding of the barriers young people face to university access and some of the ways these might be overcome.
- Understanding of the current climate in the UK school system and some of the challenges young people might be facing.

### Communication

#### Essential

- Awareness of how to engage pupils and adapt university style learning for a school setting.
- Able to communicate in a timely and professional way with The Brilliant Club staff and teachers.
- Able to adapt teaching approaches to meet the needs of all learners.
- Able to explain research accessibly to non-expert audiences (The Scholars Programme).

### Reflectiveness

#### Essential

- Able to identify strengths and areas of development, open to feedback.
- Desire to develop tutoring/ teaching skills.

### Role specific Experience and Qualifications

#### Essential

- Currently studying for a PhD or holds a doctorate (no time limit on when PhD was completed).

#### Desirable

- Some experience of teaching or working with young people (though this is by no means essential as you will be required to attend The Brilliant Club training)

### Key Areas of Responsibility

- Communicating with The Brilliant Club termly to let us know if you are available for placements in the upcoming term.

#### If you are placed in any given term, you will need to:

- Communicate regularly and professionally with the lead teacher at your placement school and your Brilliant Club Programme Officer.
- Attend the relevant training for the programme you are allocated to teach.
- Prepare adequately for each tutorial, ensuring you have planned the session.
- Teach tutorials as scheduled – each tutorial will be 1 hour in length.
- Register pupils using our online platform.

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- Mark pupil assignments and homework as required by the type of placement.
- Moderate marking of other tutors to ensure best practice and accuracy across our programmes.
- Upload marking as required by the programme you are teaching on.

### **Safeguarding at The Brilliant Club**

The Brilliant Club is committed to proactively safeguarding children, beneficiaries and staff and to taking reasonable steps to protect all those who come into contact with the Charity from harm. The safety and welfare of everyone affected by the Charity's activities, especially children is a key governance priority. You can read our safeguarding policy [here](#).

As part of our recruitment and selection process and commitment to safeguarding, we will undertake an enhanced Disclosure and Barring Service (DBS) check, plus a children's barred lists check of all individuals in this role. Any offer of employment will be subject to a satisfactory disclosure report. You can read our DBS and Recruitment of ex-Offenders policy [here](#).