Volunteer role description: Academic tutor

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Our organisation

The Access Project is an innovative education charity that helps bright young people from disadvantaged backgrounds secure places at top universities. We recruit, train and support volunteers to tutor a student (aged between 14 and 18) for an hour a week.

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

The Access Project 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 one-to-one for a session per week, usually lasting one hour. During this session they will provide an academic tutorial in a subject they have studied themselves, with guidance from the student's teacher regarding which topic areas are of greatest benefit to the student.

Volunteer tutors are given support and guidance by The Access Project team and will benefit from a designated University Access Officer (UAO) 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
- Reply to an automated email on a Friday afternoon to indicate if a tutorial has taken place
- 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

- The Access Project currently operates across London, the East and West Midlands as well as West Yorkshire and the North West, although our volunteering opportunity is undertaken online and so volunteers are eligible to participate if they are based anywhere within the UK
- Online tutorials will take place using our online classroom. Volunteers will conduct tutorials from a suitable location with internet access and sessions will begin no later than 6.30pm, unless otherwise agreed with TAP, the UAO and the family of the student.

Skills, experience and qualities required

- Volunteer tutors must either hold an undergraduate degree, or currently be working towards obtaining one
- Professional qualifications equivalent to a degree may also be considered
- Tutors who hold a degree can deliver tutorials to A level in their relevant subject(s)
- Tutors who hold an A level (or equivalent) can deliver tutorials to GCSE 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 designated UAO, who will be able to provide the support needed to both parties prior to the first tutorial taking place

Support and supervision

- A designated UAO 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 (which The Access Project 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 The Access Project's Volunteering Agreement (available [here](#))
- Commitment to safeguarding and promoting the welfare of children and young people
- Willing to adhere to The Access Project's 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 The Access Project policies [can be viewed online here](#)