

Job title	Curriculum Leader - Primary
Contract	Permanent, full-time
Start date	01 September 2024
Reporting to	Assistant Head of Teaching and Learning - Curriculum
Hours	Monday - Friday 35 hours per week (08:30 - 16:30)
Holidays	36 days (including 8 bank holidays)
Location	Chester Business Park - min 5 days a month Work from home rest of the time
Salary	£40,766 - £48,636
Closing date	06 May 2024
Interviews	14 May 2024

About Tute

What Tute does is simple: our team of qualified, experienced teachers deliver live online lessons to fill gaps in the education of children and young people. Those gaps have never been wider and Tute's purpose never more fitting.

We support local authorities, schools, and non-mainstream settings to meet their statutory obligations by packaging our lessons into different curriculums that provide flexibility, suit different priorities, and work for varying budgets.

Last year, we successfully delivered nearly 50,000 lessons to over 4,700 students across 253 settings. As we embark on an ambitious journey towards 40% growth this year, our top priority remains maintaining the exceptional quality of our service while keeping the student at the core of everything we do. To achieve this, we are excited to welcome more talented people into our incredible team.

Currently, our team consists of around 154 members, with 80 employed and the rest engaged as contractors (an integral part of our team). To meet the surging demand for our service and to realise our growth objectives, we anticipate expanding our team to approximately 180 members this year, with 101 of those being employed.

It's an exciting time to join Tute. We're an ethical and supportive company committed to our team. We value everyone's voice, foster collaboration, and share a common vision: to create a world where online learning enables any child, anywhere, to achieve their full potential.

Please do read on to see how this role fits into our wider plans and how you could be making a difference to young people's lives.

Role purpose

Tute's curriculum leader (CL) role presents an extraordinary opportunity to steer a forward-thinking primary curriculum and lead a dedicated team of teachers in an ambitious company driven by a commitment to improving outcomes. As Tute navigates significant growth, we seek an individual who can blend strategic curriculum management with the inspirational leadership of our primary department, shaping exceptional educational experiences. This role is about going beyond the usual - it's about creating unique curriculum strategies and fostering a team that brings them to life.

The ideal CL is more than an experienced primary teacher; they serve as a source of inspiration for students and a mentor for the team. With a proven track record of motivating, guiding, and elevating those around them, they understand the profound impact of education. By setting clear, achievable goals, addressing challenges head-on, and fostering an environment of collaboration and innovation, they will ensure our curriculum not only meets but exceeds the expectations of our partners and their students.

Acknowledging the challenges faced by many of our students in accessing mainstream education, we are committed to removing these barriers. Our diverse range of curriculum options is designed to address various needs, budgets, and priorities, ensuring no student is at a disadvantage. The CL is tasked with overseeing these curriculums, employing a visionary approach to ensure each one is developed with clear intent, implemented effectively, and achieves measurable impacts. This commitment is central to our mission, strategy and decision-making, ensuring that all students, regardless of their circumstances, have the opportunity to thrive within a high-quality, rich, and inclusive primary curriculum.

Collaboration is the essence of Tute's approach to success. The CL will join us in placing students at the heart of everything we do, working closely with other business functions to continuously elevate teaching standards. This involves not just strategic oversight but a hands-on approach in nurturing talent, providing constructive feedback, and facilitating professional growth across the board. Establishing a framework for professional development to power our teachers with continuous growth will be a key part of the role. This role transcends traditional performance management; it's about instilling a culture of accountability, fostering personal development, and celebrating collective success.

In this collaboration, you will work closely with the assistant head responsible for curriculum, who will offer outstanding leadership and support. Together, you will set clear expectations and drive towards results, maintaining a balance between high standards and a supportive, empowering culture. Clear communication and a commitment to transparency underpins our effective leadership. At this exciting phase, Tute will see the CL for primary join alongside another four new CLs who will all champion open dialogue within their team and beyond, encouraging feedback and cross-functional collaboration to align with Tute's overarching business development plan.

Choosing to join Tute as a CL is a decision to impact the future of education. Here, we're driven by a shared passion for making a difference, valuing innovation, and embracing the challenges that lead to extraordinary achievements. We offer a journey filled with support, growth, and the satisfaction that comes from doing work that truly matters. If you're ready to be part of something transformative, we welcome you to bring your talent, your ambition, and your vision to Tute.

Key responsibilities

Leadership and management

- Inspire the primary department by setting clear and achievable goals that align with Tute's vision and BDP, fostering a culture of excellence and innovation
- Develop a strategic vision for primary education that incorporates emerging trends and advancements, positioning Tute at the forefront of online education
- Support and empower the team, addressing challenges and concerns promptly to maintain a positive and collaborative work environment

Curriculum development

- Refine and enhance the primary curriculum framework, ensuring it aligns with clear intent, effective implementation, and measurable impact goals
- Implement innovative teaching strategies and materials to improve student engagement, progress, and outcomes
- Establish Tute as a leader in primary education with a curriculum that embodies academic excellence, inclusivity, and educational innovation

Communication and collaboration

- Promote clear and transparent communication within the primary department and across Tute, ensuring all efforts are aligned and efficient
- Proactively engage in cross-functional projects ensuring that initiatives align with other teams enhancing the interdisciplinary impact of the primary curriculum
- Uphold established communication practices and create comprehensive guidance documents to facilitate effective collaboration and knowledge sharing

Student support and achievement

- Ensure the primary curriculum provides a structured and accessible learning journey for all students, focusing on inclusivity and differentiation to meet various learning needs
- Ensure learning resources are of high quality and include thoughtfully designed activities promoting student progress, engagement and inclusivity for all
- Use comprehensive assessment strategies to track and improve student progress and success, applying data-driven insights for targeted support

Quality assurance and standards

- Collaborate with the quality team to uphold high teaching standards in the primary team
- Utilise data to report and provide insights and drive developments
- Champion initiatives to constantly elevate the quality of primary teaching

Stakeholder engagement

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- Build and maintain relationships with key stakeholders, including Tute’s partners, parents and educational organisations to enhance reach and impact
- Promote ongoing professional development within the primary team, encouraging engagement in professional development opportunities
- Represent Tute and the primary department in external forums, conferences, and professional networks to elevate Tute’s profile in the educational community

Skills, qualifications, and qualities

Criteria	Essential	Desirable
Qualified teacher status	X	
At least 5 years’ teaching experience	X	
At least 2 years’ leadership experience	X	
Experience in driving strategic development initiatives within an educational setting	X	
Strong background in curriculum design and development, with expertise in primary education	X	
Evidence of improving student outcomes through innovative curriculum design and teaching strategies	X	
Proven skills in conflict resolution and change management, ensuring a positive and adaptive team dynamic	X	
Excellent communication skills, with the ability to clearly convey information and facilitate open dialogue within and across teams	X	
Proven record of successful collaboration on cross-functional projects and initiatives	X	
Experience in working with quality assurance processes to maintain and improve teaching standards	X	
Strong relationship-building skills, with the ability to engage effectively with a wide range of stakeholders, including parents, partners, and educational organisations	X	
Ability to manage multiple priorities effectively, delivering high-quality work within tight deadlines	X	
Commercial instincts, with a keen sense of what matters	X	
Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	X	
Motivated to make a difference to the lives of children and young people	X	
Experience of using Teams as a communication and collaboration tool (or a willingness to learn quickly!)	X	
Proficiency in using Microsoft tools such as Excel, Word, PowerPoint	X	
Easy to work with!	X	

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Proficiency in using Power BI, Power Automate, and Dynamics, Loop		X
Proficient in reading, writing, and speaking Welsh		X
Experience working in an online education setting		X
Experience of working with exam boards		X

How to apply

If you like what you've read, think you're a good fit, and would like to join our team, please follow the below steps:

1. **Download Tute's application** form [here](#)
2. **Complete it** paying particular attention to the personal statement – this is where we really learn about you and your desire to apply your skills and experience to this role at Tute.
3. **Record a video** of yourself answering the following questions:
 - a. What expertise and qualities will you bring to Tute in this role?
 - b. How have you successfully managed a team to meet specific objectives?
 - c. Why are you interested in becoming a member of the Tute team?

Please limit videos to three minutes; we are expecting to receive a high number of applications for this role.

4. **Send application form and video*** to carol.skitt@tute.com by **16:00 6 May 2024**

(*We know sharing videos via email can sometimes be fiddly, let us know if you want to share another way, e.g. WhatsApp, link to the cloud)

INTERVIEWS: 14.05.2024

Please note: we do not accept CVs

Tute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and contractors to share this commitment.

Working with Tute is exempt from the Rehabilitation of Offenders Act 1974 and therefore subject to possession of an enhanced certificate of disclosure issued by the Disclosure and Barring Service (DBS) and barred list check.

Tute adheres to the statutory safer recruitment procedures issued by the DfE. Tute promotes policies of equality opportunity for both staff and students.

Tute creates equality in education by bringing the best teaching and learning to all children and young people. It is our expectation that everyone in our team supports our policy to treat all students, staff, and commissioning bodies fairly and equally.