

# tuté

## QUALITY

## ASSURANCE

## SPECIALIST

**EMPLOYED | FULL-TIME  
MAT COVER (12 MONTHS)**

Explore the role, discover our vision, and learn what Tute has to offer. Your journey begins here!

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Let us know you're interested!

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# WELCOME

WE ARE DELIGHTED THAT YOU ARE CONSIDERING A CAREER AT TUTE!

Dear candidate

Thank you for your interest in this role and in joining the Tute team. I am extremely proud to lead a team of passionate, dedicated teachers who really care about making a difference to the lives of children and young people. This principle is at the core of everything we do at Tute and needs to be the main driver for anyone joining our organisation. If this is you, please do read on!

Tute has undergone significant transformation in recent years, and we are committed more than ever to provide outstanding learning experiences for our students. The number not accessing mainstream education is rapidly increasing as is the demand for our provision as a result. Working in partnership with schools, LAs and non-mainstream settings, Tute will deliver more lessons to more students than ever next year, and the Quality Assurance Specialist will play an important role to ensure we maintain our high-quality standards through diligent quality assurance practices to support our growing team.

What sets our team apart is the culture and values that unite us. We are excited to welcome an enthusiastic and proactive individual into that team who champions communication and collaboration, is easy to get on with, and is respectful through difficult conversations. This role requires a keen eye for detail, strong interpersonal skills and a passion for professional development, ensuring our commitment to excellence is resolute.

This pack should give you a good idea of what we and the role are all about. If you like what you read and think you have the experience, energy, and strategic vision we need we'd be very pleased to hear from you. For further information, please contact Carol Skitt, Head of People, Culture, and Social Responsibility on 07787444178 or at [carol.skitt@tute.com](mailto:carol.skitt@tute.com).

We look forward to hearing from you!

 **Rob Hughes**  
Head of Teaching and Learning



# WELCOME

ASSISTANT HEAD OF TEACHING AND LEARNING - OUTCOMES

Dear candidate,

I am thrilled to at the addition of a new role within our rapidly growing quality team here at Tute. My unwavering passion lies in ensuring the delivery of high-quality teaching, learning, and educational provisions by our exceptional teaching team, all aimed at benefiting our customers and empowering our students to achieve the best outcomes for them as individual learners.

The Educational Endowment Foundation's evidence base for high-quality teaching and learning clearly underscores the importance of supporting every teacher in delivering excellence: "Ensuring every teacher is supported in delivering high-quality teaching is essential to achieving the best outcomes for all pupils, particularly the most disadvantaged among them."

This is precisely the mission of our quality team. We provide impactful support to our teachers, enabling them to enhance their online pedagogy and practice, which in turn elevates our students' online learning experiences. Equipping our teaching team with the tools and frameworks they need to continually evolve and deliver high-quality education ensures our students receive unparalleled teaching and learning experiences, leading to exceptional outcomes.

While quality assurance ensures a consistent minimum standard of product delivery across the team, our core mission goes beyond this. We cultivate purposeful collaboration among our teaching team, embody the reflective and progressive practices we expect from that team and lead the way in advancing online learning, not only within Tute, but also at national and international levels.

This endeavor allows us not only to remain grounded in evidence but also to actively contribute to building and advancing the evidence base for online learning, helping us to become the first-choice online teaching partner for schools, local authorities, and non-mainstream settings.

Joining our team is a joy and privilege, as it enables our teachers to excel in their primary mission: delivering excellent education to our students. However, it also requires dedication, enthusiasm, and a genuine commitment to keeping the student at the heart of everything we do.

We firmly believe that our students deserve the very best teachers, and we eagerly anticipate welcoming the right candidate to further strengthen our exceptional team.



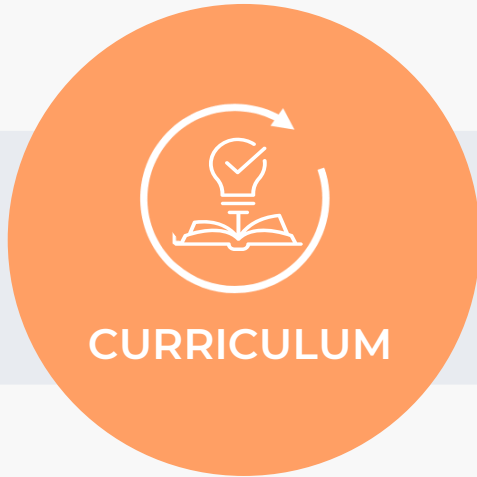
A handwritten signature in blue ink, appearing to read 'Sharon Smith'.

**Sharon Smith**

Assistant Head of T&L - Outcomes

# OUR VISION

DRIVING SUCCESS THROUGH SHARED ASPIRATIONS



Enable all students to **engage** and **achieve** in a high-quality, rich, and **inclusive** curriculum.



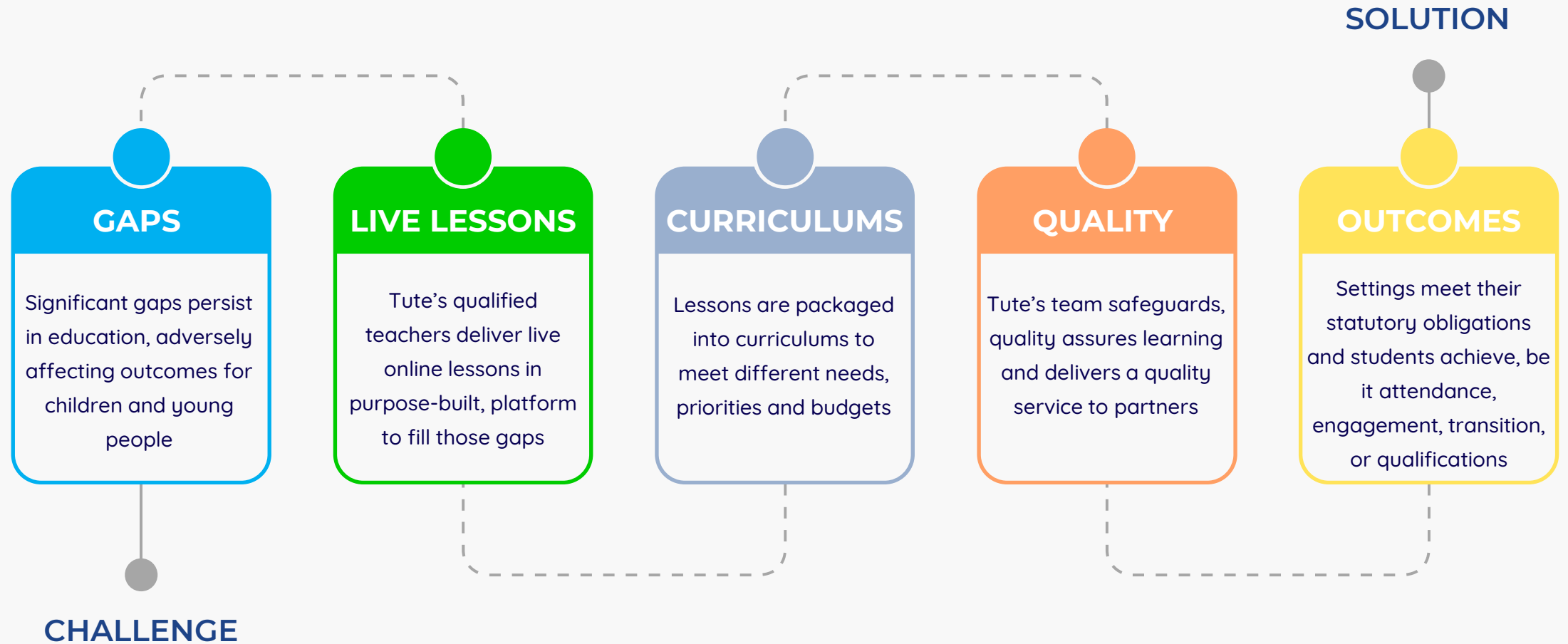
Become the first-choice online **teaching partner** to schools, LAs, and non-mainstream settings



Create a world where online learning enables **any child**, anywhere, to **achieve** their **potential**

# WHAT WE DO

IT'S SIMPLE!



# KPIs

WHERE WE ARE, WHERE WE NEED TO GET TO\*

## 2022 - 2023

+56%

140 52 employed

4,778

253 130 new

40,918

REVENUE

TEAM

STUDENTS

PARTNERS

LESSONS

+40%

178 70 employed

5,000

295 130 new

53,933

## 2023 - 2024

\*we are currently planning our business development plan for 2024-25 and will see a significant increase to these numbers

# THE ROLE

## JOB PURPOSE

Tute's Quality Assurance Specialist will be at the forefront of ensuring the delivery high impact teaching and learning through quality assurance practices aligned with our vision to create a world when online learning enables any child, anywhere to achieve their potential. We are dedicated to maintaining our highest standards of education, and this role provides a hand on opportunity to be and instrumental in this.

Tute's quality team consists of a quality manager, quality specialist and quality coordinators, who are employed teachers and hold the additional responsibility alongside their teacher roles. This year we have completed over 2000 assessments of over 150 teachers. With plans to deliver an additional 15,000 lessons next year the Quality Assurance Specialist will play a vital role in ensuring Key Performance Indicators (KPIs) are met and outcomes further align our service with the needs of students, resulting in outstanding learning experiences and ongoing teacher support.

Playing a pivotal role conducting quality assurance checks, including lesson observations and learning walks, the Quality Assurance Specialist will provide timely feedback, embrace a post-observation coaching model and quickly foster strong, trustful relationships with teachers. Meeting weekly quality targets will be key objectives in this role. A strong proficiency in effective pedagogical strategies to drive exceptional student progress and engagement within an online learning environment is crucial.

Reporting to the Quality Manager, the role involves input to analyse data, recognise trends and identify areas for improvement in teaching and learning. Regular reports on quantitative and qualitative outcomes against established KPIs will be compiled to inform best practice, identify risks and propose effective solutions to mitigate them. Your voice will truly matter here; you'll be valued and respected as an integral part of our team. We pride ourselves on being a cohesive, supportive team that cultivates a culture of genuine collaboration.

Tute's quality team is a driving force behind our commitment to delivering high-quality learning experiences for students. This role will be active in the personal and professional development of our teachers, advancing their skills and strategies to ultimately improve student outcomes. This is a chance to make a significant and lasting impact on our success, all while making a difference to the lives of children and young people.

# THE ROLE

## KEY RESPONSIBILITIES

### Quality assurance

Complete weekly quality assessments.

Ensure a high-quality learning experience is being provided for Tute's students

Report quantitative and qualitative quality outcomes to the Quality Manager

### Observations and feedback

Support teacher professional development through effective lesson observations

Provide clear, actionable and timely feedback to the teaching team through coaching techniques

Share best practice with the whole team

### Administrative skills

Maintain a keen attention to detail to uphold quality standards

Manage workload effectively and efficiently to meet deadlines

Utilise excellent literacy and numeracy skills for accurate reporting



# THE ROLE

KEY RESPONSIBILITIES

## Collaboration and communication

Identify training needs, develop relevant training programs, and provide ongoing support to teachers in order to improve instructional practices

Collaborate with customer account managers to ensure that customer needs and expectations are met

Communicate effectively with internal stakeholders to foster understanding and alignment with quality objective

## Relationships

Build and maintain strong, trustful relationships

Encourage input from teachers when agreeing areas for development

Schedule regular meetings to assess progress

# THE ROLE

## ESSENTIAL PERSON CRITERIA

- ✓ Proficiency in conducting thorough and objective lesson observations
- ✓ Experience in providing feedback and coaching, particularly to teachers through a post-observation coaching model
- ✓ Ability to develop personalised professional development plans for teachers based on their individual needs and goals
- ✓ Strong understanding of student-centred learning
- ✓ Exceptional communication and interpersonal skills
- ✓ Experience of quality assurance against defined frameworks
- ✓ Experience working in a collaborative team fostering a positive and growth-oriented environment
- ✓ Motivated to make a difference to the lives of children and young people
- ✓ Ability to stay current with research and trends in educational coaching
- ✓ Respect and promote the company's ethos and values
- ✓ Be an innovative, flexible, and reflective individual with a can-do attitude
- ✓ Prioritise and manage time appropriately, able to work under pressure and to deadlines
- ✓ Excellent ICT skills, especially proficient in Office365
- ✓ Excellent administration skills
- ✓ Experience of using Teams as a communication and collaboration tool (or a willingness to learn quickly!)
- ✓ Easy to work with!

# THE ROLE

## DESIRABLE PERSON CRITERIA

-  Attendance at the Tute office 5 days a month
-  At least 2 years' teaching experience
-  Experience of online learning
-  Experience in a range of education settings, including online
-  Proficient in reading, writing, and speaking Welsh

# OUR OFFER

A REAL OPPORTUNITY

We provide a friendly, stimulating environment in which our team is encouraged to grow and thrive. We work collaboratively, get stuck in, and value everyone's input. We operate a hybrid working model where staff work from the Wrexham office 5 days a month, 1 day when we're all together. We will not insist on this pattern for the right candidate who does not live close by.

Wellbeing matters to us - it is key to a productive team and we understand the importance of a work-life balance. We always go above and beyond for our loyal employees and we promise to look after you.

Tute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and contractors to share this commitment. We adhere to the statutory safer recruitment procedures issued by the DfE.

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 promotes policies of equal opportunity for both staff and students. We want all our team to feel confident in bringing their passion, creativity, and individuality to work. We believe that diversity drives innovation and value all cultures, backgrounds, and experiences. Be yourself, enjoy your working day, and make a difference!

£31,222 - £36,636 per annum

35 hours per week

08:30 - 16:30

25 days' holiday, plus 8 bank holidays

Flexible working

Hybrid working - 5 office days a month

Laptop and other required equipment

Continued professional development

Employee assistance programme

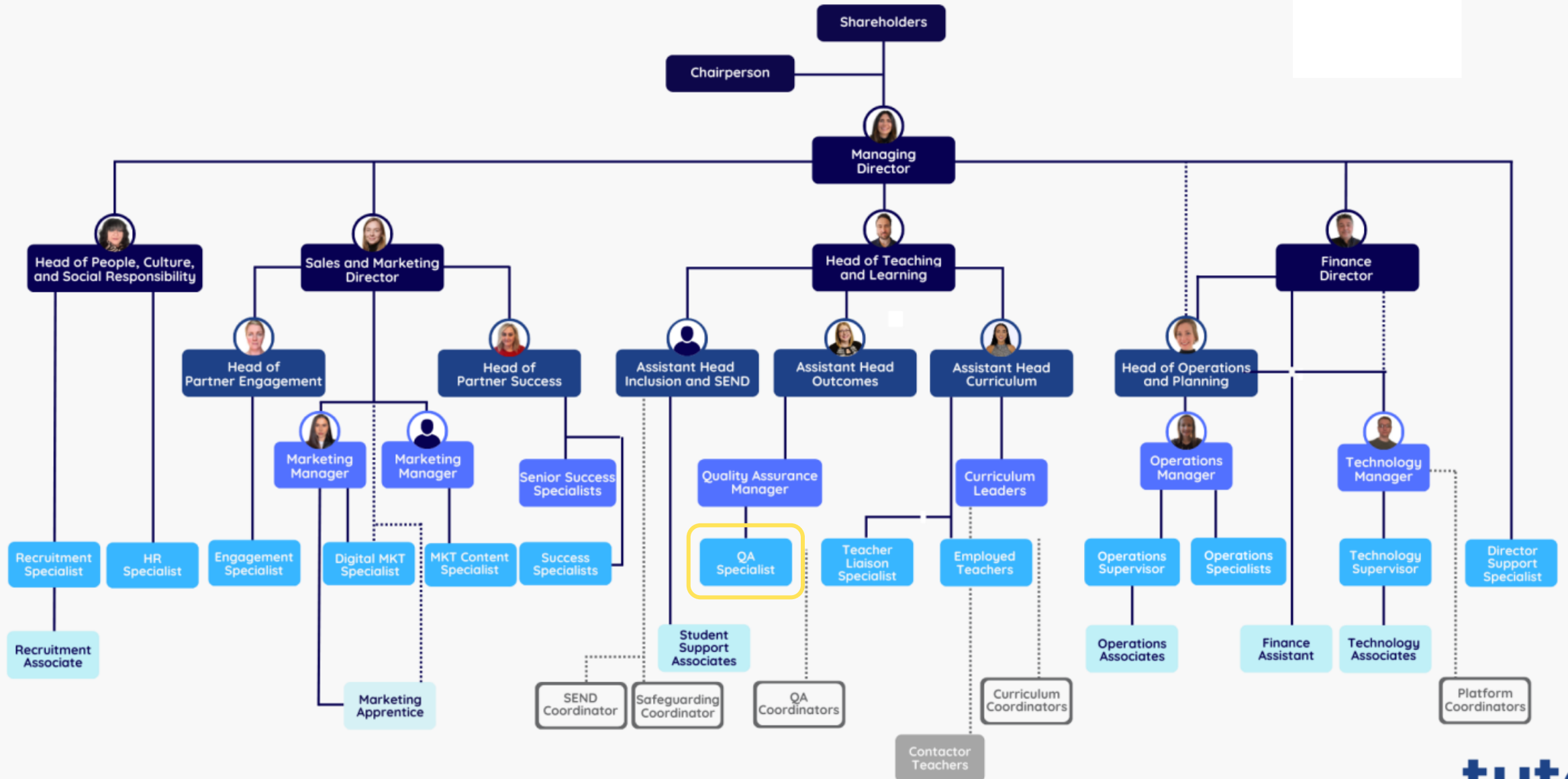
Pension contribution

Private health care

Amazing colleagues!

# TEAM TUTE

WE DON'T LIKE HIERARCHY BUT THIS IS HOW OUR TEAM LOOKS



# TEAM INSIGHTS

WHAT OUR AMAZING TEAM THINKS OF WORKING WITH TUTE



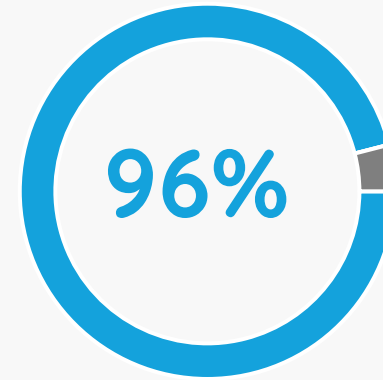
Are satisfied working at Tute



Have confidence in SLT



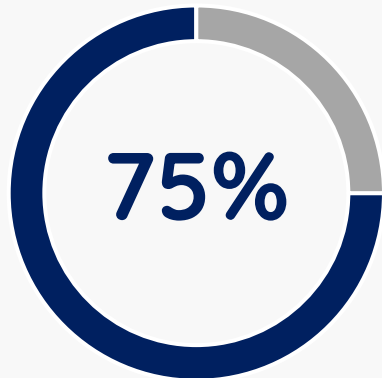
Feel respected as an employee



See Tute in future career plans



Would recommend Tute to a friend



Say Tute compares better to other employers

25% say Tute is about the same

4.83



Average rating of Tute as an employer





# TEAM INSIGHTS

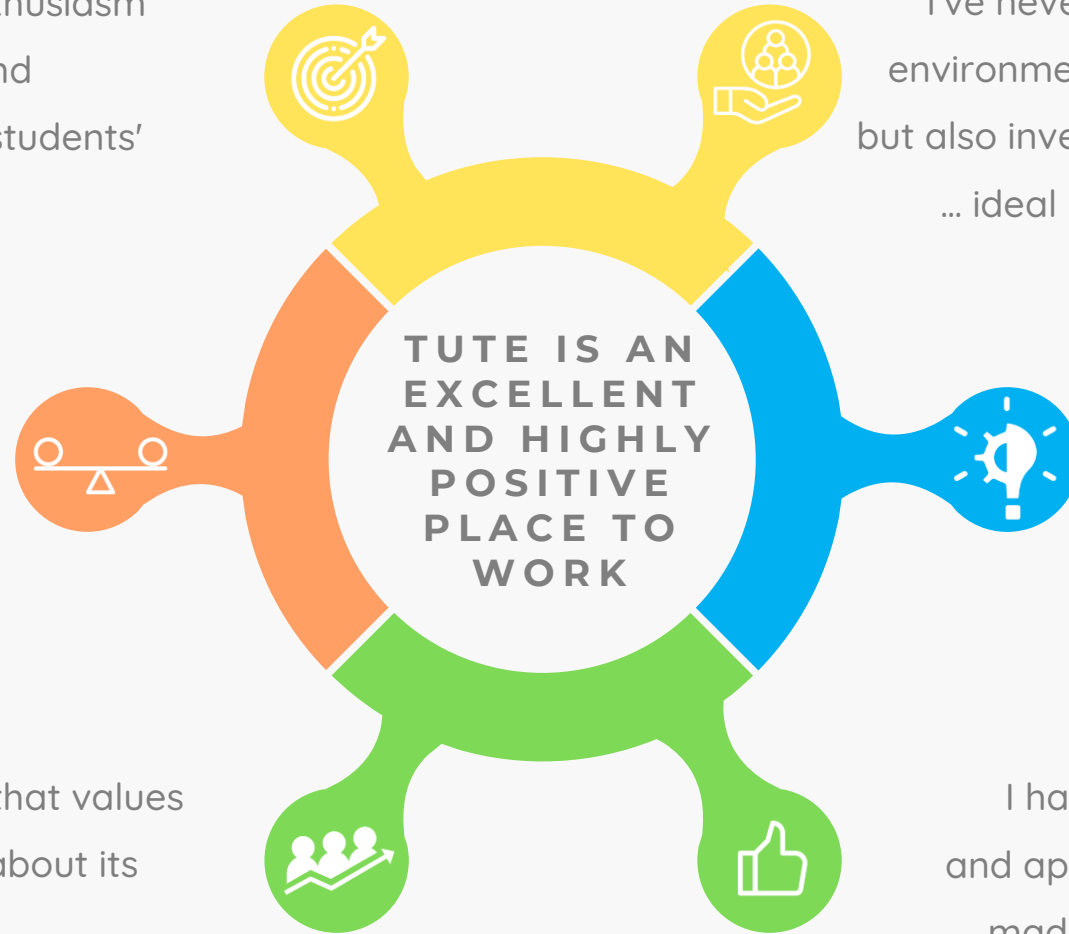
PEOPLE LIKE WORKING HERE



Working for Tute has reignited my enthusiasm for teaching. I now have the energy and motivation to make a real impact on students' lives, and that's incredibly rewarding.

The flexibility is a game-changer. I can balance family life while pursuing my passion. It's the perfect blend of work and life.

It's refreshing to work for a company that values transparency and keeps us informed about its priorities and growth strategies.



I've never experienced such a supportive work environment. Tute not only values its employees but also invests in their professional development, ... ideal place for personal and career growth.

The company has a genuine vision. This vision/sense of mission is not empty rhetoric, it is lived by everyone in the company.

I have felt supported throughout the year and appreciate how welcome everybody has made me feel since I have started working



# 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:



## Download

[Find our application form here](#)

## Complete

Tip: personal statement is important! Make it relevant to Tute.

## Upload

To the same webpage as step 1 by  
**12:00 on**  
**01.07.2024**

**We do not accept CVs**

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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.