

Best Foot Forward Academic Tutor Job Description (September 2025)

Purpose of the job:	<ul style="list-style-type: none"> • Deliver 1:1 academic support (occasionally 2:1). • Deliver mentoring sessions where appropriate. • Complete daily reports to record progress. • Contribute to the wider curriculum and collaborate with other tutors. • Maintain ongoing CPD/training, including education and safeguarding updates.
The academic tutor normally reports to the Company CEOs.	

Key Responsibilities	
Teaching and Learning	
👤	Plan, prepare, and deliver high-quality academic sessions aligned with agreed outcomes and student proposals.
👤	Provide subject-specialist instruction tailored to individual learning styles, abilities, and needs.
👤	Adapt teaching approaches to support students with SEND, SEMH needs, or gaps in prior learning.
👤	Support learners working towards qualifications, accreditation, or reintegration into mainstream or specialist settings where appropriate.
👤	Monitor, assess, and record academic progress, using assessment to inform future planning.
Mentoring and Personal Development	
👤	Deliver structured mentoring sessions focusing on areas such as:
👤	Social and emotional learning (SEL)
👤	Confidence and self-esteem
👤	Motivation and engagement
👤	Study skills and organisation
👤	Preparation for adulthood, pathways, and future aspirations
👤	Build strong, trusting relationships with students to promote engagement and positive outcomes.
👤	Act as a consistent, positive role model, supporting emotional regulation and resilience.
Planning, Reporting, and Administration	
👤	Complete daily session reports accurately and promptly, evidencing progress and engagement.
👤	Record attendance within 15 minutes of each session and log reasons for non-attendance.
👤	Maintain clear, professional written records that can be shared with schools, local authorities, and internal teams.
👤	Contribute to reviews, reports, and planning meetings when required.
Safeguarding and Professional Practice	
👤	Maintain up-to-date knowledge of safeguarding legislation, guidance, and best practice.
👤	Record safeguarding concerns promptly and accurately using CPOMS.
👤	Report low-level concerns via Staff Safe in line with company policy.
👤	Follow all safeguarding, health and safety, and data protection policies.
Collaboration and Contribution	
👤	Work collaboratively with other tutors, mentors, and members of the Best Foot Forward team.

☺	Contribute to the development of curriculum resources and shared best practice.
☺	Communicate professionally with parents/carers, schools, and other professionals as required.
☺	Attend team meetings, supervision, and training sessions (online and in person).
Training and Development	
☺	Complete all required induction and onboarding training before commencing delivery.
☺	Engage in ongoing CPD, including subject development, SEND training, and safeguarding updates.
☺	Reflect on practice and actively seek opportunities for professional growth.
Practical Considerations	
☺	Deliver sessions in a range of settings, including students' homes, community venues, or online.
☺	Where home tuition is not suitable, work proactively to identify and use appropriate alternative venues.
☺	Maintain professional boundaries and uphold the values and reputation of Best Foot Forward at all times

VARIATION CLAUSE This is a description of the job, as it is constituted at the date shown. It is the practice of Best Foot Forward periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the postholder.

Best Foot Forward Academic Tutor Person Specification

Essential Criteria

- A recognised subject specialism qualification (e.g. degree, PGCE, QTS) or significant relevant subject experience.
- Experience of delivering 1:1 or small-group teaching.
- Experience of mentoring or supporting young people with additional needs.
- Strong understanding of safeguarding and child protection in an educational context.
- Ability to plan, deliver, and adapt high-quality sessions for diverse learners.
- Strong written communication skills, including the ability to write clear and professional reports.
- Confidence working independently while remaining accountable and collaborative within a remote team.

Desirable Criteria

- Experience working with SEND, SEMH, or alternative provision learners.
- Experience working with looked-after children or young people known to local authorities.
- Familiarity with online learning platforms and remote delivery tools.
- Experience supporting learners towards qualifications or reintegration into education.

Values and Expectations

Academic Tutors at Best Foot Forward are expected to:

- Place the young person at the centre of all practice.
- Demonstrate empathy, patience, and high expectations.
- Be flexible, solution-focused, and proactive in removing barriers to learning.
- Act with professionalism, integrity, and accountability.
- Commit to safeguarding and promoting the welfare of children and young people.

Safer Recruitment

Best Foot Forward is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS checks, references, and compliance with safer recruitment practices.

