



APPLICATION PACK

Academic Tutor and Personal Growth & Wellbeing Mentor Roles

Guidance notes | Safeguarding | Role descriptions
Person specifications | Online application forms

Best Foot Forward

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Welcome to Best Foot Forward

Thank you for your interest in working with Best Foot Forward. We provide personalised one-to-one academic tuition and mentoring for children and young people who may be unable to access full-time mainstream education, including learners with SEND, SEMH needs, anxiety-based school avoidance, gaps in learning or other barriers to engagement.

This pack explains how to apply, our safeguarding and equal opportunities commitments, and the responsibilities and person specifications for our Academic Tutor and Personal Growth and Wellbeing Mentor roles.

Please read before applying

Appointments are subject to satisfactory safer recruitment checks. All candidates should provide complete and accurate information and account for any gaps in education or employment history.

How to apply

1. Read the role description and person specification for the position that interests you.
2. Complete the online Best Foot Forward Application Form, clearly identifying the role for which you are applying.
3. Complete the Equal Opportunities Monitoring Form. This is kept separate from selection decisions.
4. If shortlisted, complete the Criminal Record Self-Declaration Form before interview.
5. Be prepared to provide the documentation and information required for safer recruitment checks.

Online forms

Best Foot Forward Application Form

Use this form to submit your employment history, experience, qualifications and supporting information.

[Open online form](#)



Equal Opportunities Monitoring Form

This information supports monitoring of fair and inclusive recruitment and is considered separately from the selection process.

[Open online form](#)



Criminal Record Self-Declaration Form

Shortlisted candidates will be asked to disclose relevant criminal history in accordance with current legislation and filtering rules.

[Open online form](#)



Equal Opportunities

Best Foot Forward is committed to promoting equality, diversity and inclusion throughout its recruitment and employment practices.

All applicants will be considered fairly and consistently, regardless of age, disability, sex, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, nationality, ethnic origin, religion or belief, or sexual orientation.

Information provided through our Equal Opportunities Monitoring Form is collected separately from the application process and will not be used when determining whether an applicant should be shortlisted or appointed.

Safeguarding and Safer Recruitment

Best Foot Forward is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all tutors, mentors and other members of staff to share this commitment.

Our recruitment and selection procedures are conducted in accordance with relevant statutory guidance, including Part Three of Keeping Children Safe in Education 2025. All appointments are conditional upon the satisfactory completion and verification of the required safer recruitment checks.

Checks undertaken before appointment

- Verification of identity using photographic identification.
- Confirmation of the right to work in the United Kingdom.
- Enhanced Disclosure and Barring Service check, including children's barred list information.
- Overseas police checks where applicable.
- A minimum of three written references, including from the most recent employer.
- Verification of professional qualifications, including teaching prohibition checks where relevant.
- Verification of employment history and investigation of gaps in service.
- Medical fitness to work declaration.
- Driving licence and vehicle checks for roles involving transporting children.
- Online and social media checks in line with KCSIE guidance.

DBS Update Service

All Academic Tutors are required to be registered with the DBS Update Service. Applicants for other roles may also be required to maintain Update Service registration where specified by Best Foot Forward.

The roles covered by this pack involve regulated activity with children and are exempt from the relevant provisions of the Rehabilitation of Offenders Act 1974. Shortlisted applicants will therefore be asked to disclose relevant criminal history in accordance with current legislation and filtering rules.

Having a criminal record will not necessarily prevent appointment. Any information disclosed will be considered fairly, confidentially and in relation to the requirements and responsibilities of the role.

Recruitment process

1. Application review	Applications are assessed against the essential and desirable criteria for the relevant role.
2. Shortlisting	Shortlisted candidates are invited to interview and asked to complete the criminal record self-declaration process.
3. Interview and suitability assessment	The interview will explore experience, professional judgement, safeguarding knowledge, low-level concerns, professional boundaries and suitability for one-to-one alternative provision work.
4. Conditional offer	Any offer is conditional until all required checks, references and documentation have been satisfactorily verified.
5. Induction and onboarding	Successful applicants must complete required induction, safeguarding and onboarding activity before delivering sessions.

Academic Tutor

Role description

Purpose of the job

- Deliver one-to-one academic support, with occasional two-to-one delivery.
- Deliver mentoring sessions where appropriate.
- Complete daily reports to record progress.
- Contribute to the wider curriculum and collaborate with other tutors.
- Maintain ongoing CPD and training, including education and safeguarding updates.

The Academic Tutor normally reports to the Company CEOs.

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 social and emotional learning, confidence and self-esteem, motivation and engagement, study skills and organisation, and 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 constituted at the date of this pack. Best Foot Forward periodically reviews job descriptions to ensure they reflect the work performed and to incorporate proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

Academic Tutor person specification

Essential criteria

- A recognised subject specialism qualification, such as a degree, PGCE or QTS, or significant relevant subject experience.
- Experience of delivering one-to-one 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

- 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.

Personal Growth and Wellbeing Mentor

Role description

Purpose of the job

- Deliver one-to-one mentoring support, with occasional two-to-one delivery.
- Complete daily reports to record progress.
- Contribute to the wider Social and Emotional Learning curriculum and collaborate with other mentors.
- Maintain ongoing CPD and training, including education and safeguarding updates.

The Personal Growth and Wellbeing Mentor normally reports to the Company CEOs.

Mentoring and Wellbeing Support

- Plan, prepare and deliver structured mentoring sessions aligned with agreed outcomes and student proposals.
- Deliver mentoring interventions across social and emotional literacy, personal development and self-awareness, confidence, resilience and self-esteem, motivation, engagement and goal-setting, pathways guidance and preparation for adulthood.
- Build positive, trusting and professional relationships with young people to support engagement and progress.
- Act as a consistent and supportive adult, modelling positive behaviours and emotional regulation.
- Identify barriers to personal development and work proactively with students to overcome them.

Academic and Engagement Support

- Deliver academic-based or learning-support sessions where appropriate and agreed.
- Support students to re-engage with learning through structured routines, encouragement and positive reinforcement.
- Promote effective study habits, organisation and independent learning skills.

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 Curriculum Contribution

- Work collaboratively with other mentors and tutors to support students holistically.
- Contribute to the development and delivery of the wider Social and Emotional Learning curriculum.
- Share best practice, resources and strategies with colleagues in a remote working environment.
- Communicate professionally and effectively with parents, carers, schools and other professionals as required.

Training and Development

- Complete all required induction and onboarding training before commencing delivery.
- Engage in regular CPD to remain up to date with developments in education, mentoring practice, SEL and safeguarding.
- 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 delivery is not appropriate, source and utilise suitable alternative settings.
- 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 constituted at the date of this pack. Best Foot Forward periodically reviews job descriptions to ensure they reflect the work performed and to incorporate proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

Personal Growth and Wellbeing Mentor person specification

Essential criteria

- Relevant personal or professional experience demonstrating the skills required to be an effective Personal Growth and Wellbeing Mentor.
- Experience of working one-to-one with children or young people in an appropriate setting.
- Experience of delivering mentoring interventions to support social and emotional literacy, personal development, motivation, pathways guidance or preparation for adulthood.
- A sound working knowledge of safeguarding policies and procedures in an educational or youth context.
- Strong understanding of mentoring principles, including planning, delivery and evaluation.
- Ability to write clear, professional reports evidencing progress against objectives.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to work independently while collaborating effectively within a remote team.

Desirable criteria

- Experience working with young people with SEND or SEMH needs.
- Experience working with vulnerable learners, including those known to local authorities.
- Familiarity with trauma-informed or restorative approaches.
- Experience supporting learners with anxiety-based school avoidance or disengagement.

Values and expectations

- Place the wellbeing and needs of the young person at the centre of all practice.
- Demonstrate empathy, patience and consistency.
- Be flexible, proactive and solution-focused.
- Maintain high professional standards and accountability.
- Commit fully to safeguarding and promoting the welfare of children and young people.

Full Safer Recruitment Statement

Purpose

Best Foot Forward is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We follow safer recruitment practices to ensure that only individuals suitable to work with children and young people are appointed.

Commitment to compliance

All recruitment processes are carried out in line with statutory guidance, including:

- Keeping Children Safe in Education 2026 - Part Three: Safer Recruitment
- Education Act 2002
- Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)
- Childcare (Disqualification) Regulations 2018
- Equality Act 2010

Recruitment checks

Before commencing any role, all Best Foot Forward staff - including tutors, mentors, care workers and other roles working directly or indirectly with children and young people - must satisfactorily complete the checks listed earlier in this pack.

Additional safeguards

- All staff attending school settings must present photographic identification and DBS confirmation on or before arrival.
- Recruitment panels include at least one member who has completed accredited safer recruitment training.
- All appointments are conditional until all checks have been verified.

Culture of safeguarding

Safer recruitment is only the first step in maintaining a safe workforce. All staff receive safeguarding induction and ongoing training, and must uphold Best Foot Forward's Child Protection and Safeguarding Policy.

Monitoring and review

This statement is reviewed annually, or earlier if there are changes in statutory requirements.

Statement approval

Signed by Andrew Russell, Chief Executive Officer. Dated Wednesday, August 12, 2026



Contact details

For questions about the application process, the roles or the information required, please contact us using the details below.

Ready to apply?

Complete the Best Foot Forward Application Form using the online link or QR code provided near the beginning of this pack.

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