



Education
Endowment
Foundation
Promising Project

Trustee Role Description

About Tutor Trust

The Tutor Trust is a registered charity which aims to tackle educational inequality in a unique way. Our mission is to 'transform lives through tutoring' by making sure every child who needs some additional academic support can access a great tutor. We recruit and train bright university students as tutors in the core subjects of Maths, English and Science and place them in state schools.

We have won multiple awards and are now recognized as one of the most innovative and impactful education charities in the UK. A proudly Northern born-and-bred charity, we serve Greater Manchester, Leeds and Merseyside.

Tutor Trust is at a crucial point in its journey and growth. We are halfway through an ambitious Three-Year Plan in partnership with Impetus and the Education Endowment Foundation. We have been actively involved in shaping, advocating and delivering the National Tutoring Programme that was launched in November 2020 and which will be fundamental in supporting schools and disadvantaged young people through 2021 and beyond. No longer a start-up, we are rapidly professionalizing and streamlining every aspect of our work, and we are now seeking to expand our Board of Trustees.

About the Role:

This is an opportunity to become part of the Board of Trustees, providing strategic leadership and an independent perspective to the Tutor Trust at a time of ambitious expansion. Trustees are accountable to the Chair and will work closely with the Chair, other Trustees, and the Tutor Trust Senior Management Team to ensure that the Tutor Trust's strategic vision is effectively delivered.

Board members are Directors and Trustees of the Tutor Trust, which is a company limited by guarantee and a registered charity. They are responsible for the overall governance of the Tutor Trust and ensuring that it operates in a manner which enables it to fulfil its strategic aspirations, and complies with charitable and company law.

Across its membership the Board should have a balanced range of relevant skills and experiences. We expect all of our Trustees to fundamentally share a commitment to the values and aspirations of the Tutor Trust, and to have an understanding of how

its work seeks to tackle educational inequality. In order to broaden the skills of the Board we are currently seeking to recruit 2-3 Trustees with particular experience of:

- working in a senior leadership or influencing role in education; and/or
- working in, Merseyside, West Yorkshire and/or Greater Manchester with an understanding of the educational and political networks in one or both of these areas; and/or
- working in a pastoral, social care or advocacy role with disadvantaged young people and their families.

Key Responsibilities

- Contribute to the development of strategic plans and provide leadership and guidance to the Board and the Senior Management Team.
- Monitor and constructively challenge the performance of the Tutor Trust to ensure that it meets its agreed goals and objectives.
- Ensure good governance of the Tutor Trust; ensuring that strong financial controls, robust risk management, timely and accurate management information and reporting systems in place.
- Ensure that the Tutor Trust operates within company law, charity law and other relevant legislation or regulations.
- Attend and actively participate in Board meetings and Sub-Committee meetings (where relevant).
- Draw on specialist knowledge and experience to help the Board to reach sound decisions.
- Positively promote the Tutor Trust and
- Develop and maintain constructive relationships with other Board Members, members of the Senior Management Team and other team members.

Person Specification

- Commitment to the aims and values of the Tutor Trust.
- Experience of operating successfully at a strategic level.
- Strong interpersonal skills with the ability to develop and manage relationships across a range of stakeholders.
- Ability to think independently and provide constructive challenge.
- Demonstrate integrity and excellent judgement.
- Utilise excellent communication skills.
- Experience of interpreting complex information and business planning.
- Understanding of and/or willingness to learn the legal duties, responsibilities and liabilities of trusteeship.
- Commitment to equal opportunities and the promotion of diversity.

Trustee benefits

Trustees will:

- Gain an insight into how a quality charitable enterprise operates and specifically brings about substantial change in an education setting.
- Gain a first-hand experience of effective leadership and management in the charitable sector providing an opportunity to reflect on their own skills and organisation's practice.
- Engage with a charity that has a track record of providing tutoring and learning that really does change young people's lives.

Other

- Trustees are expected to attend:
 - Board meetings which are held six times a year for two hours, usually during normal office hours and the AGM.
 - Any relevant sub-committee meetings which are held a week before
 - Periodic strategic review sessions.
 - Ad hoc events such as the annual summer reception which is usually held in June.
 - At least one tutoring session as an observer.
- Trustees are not paid any salary but are able to claim reasonable out of pocket expenses incurred in connection with the business of the Tutor Trust.
- The Tutor Trust is committed to safeguarding and promoting the welfare of children and young people. All Trustees and staff are required to undertake an enhanced DRB check.
- Trustees will normally be appointed for a term of three years, and will normally serve a maximum of two consecutive terms.