



Tutor Liaison Officer – Job Description

Main duties and responsibilities

- Working alongside the Recruitment Officer to recruit tutors
- Running training sessions for tutors
- The post-holder will be the main point of contact for the tutors, addressing any concerns and will be responsible for looking after tutors' welfare
- Responsible for tutors' skills development in order to empower young people to deliver successful tutoring sessions
- Responsible for ensuring tutors adhere to the goal setting framework
- The post-holder is the designated Child Safety point of contact for each branch

Skills and qualities

- Excellent organisation and time-management skills
- Excellent written and communication skills (including email and telephone correspondence)
- Experience working with children is preferable
- Ability to work well in a team

Time Commitment

Students4Students is looking for individuals who are able to dedicate a regular proportion of their time to the role (On average 2-3 hours a week).

During the year, the Tutor Liaison Officer will be required to:

- Attend a pre-term day training session in *(Date TBC likely late April)*
- Attend a fortnightly branch committee team meeting – *45 minutes per meeting*
- Attend a monthly national Tutor Liaison Officer's meeting (online) – *also 45 minutes per meeting*
- Attend a termly one-to-one catch ups with National TLO Lead

Other parts of the role may be sporadic or less easy to predict. You must:

- Maintain regular contact with the rest of the branch team and the National TLO Lead over email or Teams
- Supporting other committee members with other tasks/events (i.e. freshers' fayre)