

Academic Support Tutor Job Description

The Widening Participation (WP) Team at the University is currently recruiting for a group of Academic Support Tutors to work in schools to help raise pupil attainment in core curriculum subjects.

Who or what is an Academic Support Tutor?

The WP team have developed the Academic Support Tutoring Programme, which aims to place current university students in a small number of schools in Coventry and Leamington. The programme is designed to support school students from a widening participation background in a school subject, with the aim of improving their skills and attainment in these areas and encourage motivation for learning.

Ambassadors will act as tutors to a small group of school students in Year 10. Tutors will focus on improving students GCSE subjects (most likely to focus on the core curriculum subjects of Maths, Science or English), in addition to this, ambassadors will also impart knowledge of Higher Education and inform students about their experiences of their Higher Education journeys. The project will look to raise student attainment in these subject areas through one-hour sessions, whilst simultaneously developing students' confidence, motivation, and resilience.

This will be an eight-week programme, including an introductory in-school launch event and an end-of-programme celebration session that will take place on campus on 12th March 2027.

Please note that as these roles are for academic tutoring, you will need to feel confident in your subject knowledge to be able to tutor in one of the core curriculum subjects. Please indicate in your application what subject you could support English or Maths.

Is being an Academic Support Mentor for me?

- Are you interested in working with young people?
- Can you share your enthusiasm for learning to inspire young people in our local community?
- Are you yourself from a non-traditional university background? Can you share your experiences?
- Are you looking for an opportunity to contribute towards your Warwick Award?

Further Information

This role is a paid position through Unitemps (£13.45 p/h plus holiday pay)

Hours: Hours vary depending on school/college requirements and learner needs. On average, mentors will be expected to work approximately three hours a week (in one block) including travel time and planning. Mentoring sessions will depend on school availability.

Duration: Programme launch - week commencing 11th January

Session 1: Week commencing 18th January

Session 2: Week commencing 25th January

Session 3: Week commencing 1st February

Session 4: Week commencing 8th February

No session this week – half term week – 15th February

Session 5: Week commencing – 22nd February

Session 6: Week commencing – 1st March

Session 7: Week commencing – 8th March

Programme celebration – 12th March

Location: A school in Coventry or Leamington, to be allocated upon completion of training.

Application deadline Friday 16th October 2026.

Shortlisted candidates will be invited to a selection event on Wednesday 4th November 2026 from 3:30pm, and subsequent in-person training on Wednesday 18th November 4 - 5pm and 9th December 2026 11 – 1pm Attendance in person is compulsory, as

you will need to complete this training to take on the tutor role. Unfortunately, we're unable to offer you the role if you're unable to attend any of these dates.

A Job Description

1 Purpose of the Post

The postholder(s) will offer regular support for widening participation in local schools and colleges. The tutor will be expected to work with learners in face-to-face group sessions on eight separate occasions during the Spring term. Each tutor will be expected to engage with approximately five learners, all of whom will be in one school.

Tutors will support learners to improve their knowledge, skills and understanding of the relevant academic subject for which they are being monitored. They will provide encouragement to enable learners to increase their aspirations, meet their full potential, and therefore be inspired to consider positive outcomes within and after their educational pathway. Tutors will also need to be proactive in understanding the needs of their learners, and work with teachers and Programme Leads to achieve this.

Applicants who are successful after application and selection will be required to attend two training sessions outlined above before they can become a tutor. Tutors are also required to undergo an enhanced Disclosure and Barring Service (DBS) check.

This is a developmental opportunity for Warwick students, and we expect tutors to acquire and develop a wide number of employability skills through this role. Tutors will receive supervision from a member of staff in the University Widening Participation Team who has overall responsibility for the scheme and is available for guidance, support and advice as needed.

Main Duties and Responsibilities

1. To deliver regular academic tutoring sessions to learners that meet the specific needs of the programme. This support will be made available through group-based sessions in schools.
2. To provide knowledge and support to learners, and to plan and deliver advice and resources to help them develop their academic skills and build confidence and resilience, ensuring that the advice and resource is appropriate to individual learner needs.
3. To act as a role model and work hard to develop a successful mentoring relationship with learners
4. To provide support in subject-specific sessions to help learners develop their skills and knowledge in KS4.
5. To take part in and complete evaluations as required, and to be responsible for ensuring that if tutors cannot attend a session, then they inform the Widening Participation Team with sufficient notice.
- 6. To commit to the full term of the programme.**
7. To undertake any other duties, commensurate with the nature and grading of the post, that may be required.

2 Other Requirements (including any special items)

Tutors will be required to communicate all changes to their tutoring activity, for example unavailability and learners' absenteeism to school/college and university staff with sufficient notice.

All tutors will be required to undergo an enhanced DBS check and must understand that some previous criminal activity may prevent them from taking part in the scheme.

3 Benefits for Tutors

- 3.1 Development of a range of employability skills including communication, organisation, time-management and problem-solving
- 3.2 Additional experience to draw on when applying for jobs.
- 3.3 Experience of the school/college environment.
- 3.4 The opportunity to take part in a scheme which makes a positive impact on the students involved.
- 3.5 Tutors can claim points towards the Warwick Award scheme.

B: PERSON SPECIFICATION

Essential	Desirable	How Identified*
Be a current student at the University of Warwick (or are due to graduate in July 2027) Have completed a relevant a-level grade A* - C in the subject they will be supporting		Application
Have an enthusiasm for higher education and the ability to explain the benefits of higher education to young people	Experience of working in a mentoring situation. Experience of working with young people, including young people from widening participation backgrounds	Application Selection Day
A good understanding and recent experience of the UK school system Subject knowledge to A level or equivalent (in subject area relevant to the chosen tutoring strand)	Knowledge of widening participation	Application Selection Day Training
Be self-motivating with the ability to work without direct supervision Demonstrate the ability to empathise with young people from a variety of backgrounds	Demonstrate evidence of team working skills and taking initiative Prior experience of creating engaging sessions	Application Selection Day Training
Good organisational and workload management skills Excellent and effective communication skills Excellent English language skills		Application Selection Day Training