

CANDIDATE INFORMATION PACK

Online Tutor



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Learn With SAT Ltd

WELCOME TO LEARN WITH SAT

Thank you for taking the time to read this candidate information pack. What sets us apart as an organisation is our unwavering commitment to recognising the individuality of each and every child that has trusted us with their educational journey. We support students with a multitude of different needs, including Special Educational Needs and Disabilities (SEND) and Social, Emotional and Mental Health (SEMH) requirements. We believe that all students should be able to access high-quality educational services, no matter the complexities or intricacies of their profile.

We regularly observe students with SEND needs being forced into a learning environment that was not designed for them. Perhaps the classroom is too noisy, the lights are too bright, or they are faced with the challenge of receiving individual attention in a stretched classroom, therefore we decided that we want to be able to offer these children an experience that truly caters to them, with experienced tutors who are able to navigate the complexities of individual SEND profiles and provide a truly inclusive learning environment.

Words from the CEO

Learn with SAT is a tuition agency that specialises in Home Education and Special Educational Needs provision for primary, secondary, and higher education, particularly those who are on an EOTAS package.

I believe that education should be accessible for all, no matter your health or support needs. As a teenager, I struggled at high-school and had poor attendance due to what I now know is a condition called Ehlers-Danlos Syndrome. At the time, I found it incredibly challenging to attend school, and even when I was at school, just walking between classrooms and focusing in lessons was a huge challenge for me.

It is because of my own challenges in education that I created Learn With SAT – an environment and learning provider who understands medical and special educational needs because we ourselves have been there, and as such, we understand the emotional and physical toll that education can have on a young individual. It is our belief that education should have the student at its centre, and that the student should actively be encouraged to use their voice to choose and design their own bespoke package of education that truly caters for their needs and ambitions.

Sammie Allen
CEO of Learn with SAT

ORGANISATIONAL VALUES/ETHOS

Our ethos revolves around the core principle that each student, no matter their background or educational experience, deserves to have a well-rounded, inclusive learning experience. We pride ourselves on being more than just tutors - we are advocates for empowering every learner. Our comprehensive approach spans not only the essential subjects but also extends to humanities, languages, and essential life skills.

Imagine a learning scenario where you, as the student, discover that a traditional lecture-based approach doesn't quite align with your way of understanding the world. Picture yourself needing to physically pot the plant to truly grasp the significance of the soil, or stepping into the perspective of a bee to comprehend how and where to distribute the pollen. In this instance, staying confined to a seat in a lecture hall might not unlock your full learning potential. We understand that each student is an individual with specific needs and preferences in their learning journey. Therefore, our lessons are tailored to accommodate their preferred learning styles, ensuring an enriching and enjoyable educational experience.

Behind Learn With SAT are experienced tutors who possess a deep understanding of the diverse needs of our students. Our team is dedicated to providing not only academic support but also fostering an environment where students can actively shape their learning path. At Learn With SAT, we go beyond traditional tutoring - we are here to inspire and support every child's unique path to success.

How do we do this?

We begin all operations at Learn With SAT by getting to know the individual. As mentioned, we don't take a one-size-fits all approach, we prioritise understanding the learner on a personal level. This begins with a comprehensive consultation, where we delve into their past educational experiences. Armed with this knowledge, we meticulously curate a selection from our bank of wonderful tutors. Our matching process considers interests, attributes, learning/teaching styles, alignment with the student's preferred schedule, and, crucially, experience in supporting their specific SEND profile. Empowering the student to be an active participant, we invite them to make the final decision. This involves exploring detailed tutor profiles and envisioning a collaborative journey with our dedicated educators.

OUR SERVICES

EOTAS

In situations where students face challenges accessing traditional education, Education Other Than At School (EOTAS) becomes a crucial option. EOTAS refers to a specialised educational setting designed to meet the unique needs of students outside the conventional school environment. Students with an Educational Healthcare Plan (EHCP) may find themselves engaged in home-based education through a formal EOTAS agreement. At Learn With SAT, our tutors specialise in EOTAS, bringing not only expertise but also years of experience in navigating the intricacies of the provisions mandated by local authorities.

We pride ourselves on offering comprehensive guidance and support throughout the EOTAS journey. Learn With SAT provides a range of EOTAS services, covering core subjects, humanities, languages, and life skills. Moreover, our collaboration with our Multidisciplinary Team (MDT), including clinical psychologists, occupational therapists, and dyslexia assessors ensures that our students receive holistic support beyond the educational setting.

Top Up Tuition

Top-up tuition serves as a valuable addition to students' regular classroom experiences. Tutors in this capacity not only reinforce foundational concepts but also offer personalised guidance tailored to the individual needs of each student. Whether it's honing specific skills, clarifying challenging topics, or addressing gaps in understanding, the focus is on bolstering academic confidence and competence.

This form of tuition often involves collaborative discussions, interactive exercises, and practical applications to reinforce theoretical knowledge. Tutors play a pivotal role in creating a supportive and encouraging environment, fostering a positive attitude towards learning. As a result, students not only excel academically but also develop essential study habits and critical thinking skills that contribute to their long-term success in education. In essence, top-up tuition acts as a valuable bridge between classroom learning and individual academic growth.

A typical top-up tuition lesson is structured to cater to the specific needs of the student, combining targeted learning objectives with an engaging and supportive teaching approach.

JOB DESCRIPTION

Job Title	Online Tutor
Job Type	Part Time, Subcontractor
Reporting to	Sammie Allen (CEO), Alice Whitehead (Business Development Manager) and Kristina Morton (Operations Manager)
Location	Online
Hours	Subject to Availability
Wage	£25-£40/hour depending on Key Stage

Learn With SAT is a tutoring agency that specialises in top-up tuition, home education and SEN provision for primary and secondary education, as well as providing top-up tuition.

Over the past 5 years since we opened, we have helped students as far as Indonesia work towards their exams. Many of our clients are home educated or have SENDs so we work alongside health care professionals and schools to successfully support and reintegrate students. Alongside this, SAT tutors prepare students for exams such as their GCSEs and A-Levels via 1:1 tuition online.

If you are passionate, enthusiastic and meticulous then you could be just who we're looking for!

JOB DESCRIPTION

We are looking for dedicated tutors to support students with providing their tuition on a 1:1 basis online. Tutors should be patient, professional, bright and intuitive.

Within this role you should have experience supporting students with additional needs such as SEND/SEMH/Medical based needs. You must also understand students will require fluctuating levels of support depending on their daily abilities.

The tutorials can take place during the day or in the evenings, so the tutor should have some availability, Monday-Friday, however there is some flexibility and openings for different availabilities.

The role:

- Tutorials typically last 1 hour
- Sessions take place online
- Flexible working hours
- Excellent hourly rates
- Weekly payments
- Part-time

Requirements:

- Must be enthusiastic and passionate in all tutorials
- Must be punctual and well-organised
- Must have experience of following a national curriculum
- Enjoy inspiring students and seeing progress in their results
- An Enhanced DBS certificate on The Update Service
- A BSc/BA minimum in your chosen teaching subject
- At least 2 years tutoring experience
- Desirable to hold QTS
- Desirable to have safeguarding training at Level 1 minimum
- Desirable to have experience tutoring children with SEN

At Learn With SAT, we prioritise the safety and well-being of every child we teach. Safeguarding children is at the heart of our mission, and we are dedicated to creating a secure and nurturing environment where young minds can thrive. Our commitment to safeguarding extends to every aspect of our organization, and we expect all team members to share in this commitment, making it an integral part of our culture.

WAGE CALCULATOR

Key Stage	KS1	KS2	KS3	KS4	KS5
Top Up	£25/hour	£25/hour	£27/hour	£27/hour	£32/hour
EOTAS	£27/hour	£27/hour	£33/hour	£33/hour	£40/hour

CODE OF CONDUCT

Learn With SAT Commitments

- **Deliver Quality Tuition Sessions:** Learn With SAT is dedicated to providing high-quality tuition sessions to all individuals seeking support, regardless of their sex, gender, age, ethnicity, or disabilities.
- **Promote Inclusivity:** We strive to be an inclusive organisation that prioritises the best outcomes for all individuals seeking tuition.
- **Safety and Happiness:** We prioritise the safety and happiness of both students and tutors by ensuring that the necessary training has been completed to maintain a secure learning environment.
- **Tutor Protection:** We ensure the protection of our tutors at all times by requiring acknowledgment of our Terms and Conditions document by all students and parents.
- **Client Satisfaction:** Our ultimate goal is to achieve a high level of client satisfaction through the quality of our services.

Tutor Expectations

- **High Expectations:** Tutors are expected to set high expectations that inspire, motivate, and challenge students.
- **Promote Progress:** Tutors should promote good progress and outcomes for their students.
- **Subject Knowledge:** Demonstrating good subject and curriculum knowledge is essential.
- **Well-Structured Lessons:** Tutors must plan and teach well-structured lessons that meet the needs of their students.
- **Adapt to Student Needs:** Tutors should adapt their teaching to respond to the strengths and needs of all students.
- **Effective Assessment:** Tutors should make accurate and productive use of assessment to enhance learning outcomes.
- **Behaviour Management:** Managing behaviour effectively to ensure a safe and productive learning environment is crucial.
- **Professional Responsibilities:** Tutors are expected to fulfil wider professional responsibilities as part of their role.
- **Respect:** Tutors are required to show respect to all students and parents at Learn With SAT

HOW TO APPLY

You can apply for this vacancy by submitting a CV and a covering letter (maximum one page) via Indeed or through our website. Our website will prompt you to contact:

recruitment.at.sat@gmail.com

however you are welcome to contact our administrative team at:

admin@learnwithsat.co.uk

If you do not hear from us within 14 days of your application, please assume that your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.

JOB APPLICANT PRIVACY POLICY

As part of any recruitment process, Learn With SAT collects and processes personal data relating to job applicants. Learn With SAT is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Learn With SAT collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information regarding your right to work in the UK and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU

This data will be stored in an electronic format (including email) on our internal IT systems. Your information may be shared internally for recruitment purposes with our recruiting managers strictly for decision making purposes. We do not share your data with any third parties.

WHY WE PROCESS PERSONAL DATA

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

JOB APPLICANT PRIVACY POLICY

DISCLOSURE OF YOUR INFORMATION

We will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

DATA RETENTION

We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations. If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

AUTOMATED DECISION-MAKING

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA PROTECTION LEGISLATION (YOUR RIGHTS)

As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact: admin@learnwithsat.co.uk