



Human Resources
Title: Job Description
Policy Owner: Chief Executive Officer

## (MULTI) SUBJECT TUTOR

**Job Purpose:** To plan and deliver fun, engaging, and age-appropriate sessions across a broad range of curriculum and enrichment areas for young people aged 5-16 in Bedford/Kempston. These may include subjects such as **Art and Crafts, STEM, Cooking, Drama, Sports** as well as outdoor learning experiences such as **Forest School and Farm-based Activities**. Tutors can specialise in a curriculum area and be adaptable to deliver sessions in other areas.

The tutor will create a positive, inclusive, and nurturing learning environment that encourages young people to build confidence, develop friendships, explore their creativity, connect with nature, and try new things. Sessions should be tailored to suit different ages and abilities and should promote a relaxing, safe, enjoyable environment where young people can make new friends, grow in self-confidence and try new things.

Tutors are role models for young people demonstrating passion and enthusiasm as well as demonstrating and enforcing our values of: **RESPECT, HONESTY, FUN, and DREAM BIG.**

You will work together with the F4YP team to ensure our service is efficient and best supports YP needs as well as the service outcomes. Training in Team Teach and safeguarding will be provided (and required to complete annually).

This post is: For Holiday Clubs - Feb HT, Easter, Summer  
7.45am-4.15pm.

Based at a Bedford School, Bedfordshire (UK), MK42

\*Extra hours for after school clubs may be available during Term Time

Contract Type: Self-Employed Contractor

Pay: £12-18 depending on qualification/experience

*\*Flexibility on specific working days, as determined by line manager.*

**Responsible to:** Head of Operations

**Specific Tasks:**

**Team duties:**

- Arrive on time in F4YP uniform and appropriate clothing for activity
- Attend morning staff briefings and contribute to the setup of the day.
- Make sure school/subject room is clean and safe for activity- remove/store any equipment not property of F4YP.



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- Supervise and engage YP in morning and end of day check-in/out including ice breaker activities, managing tokens/rewards, managing behaviour, problem solving with YP, pastoral support/signposting.
- Supervise YP break and lunch times as directed by pastoral team.
- Support other tutors in their sessions.
- Participate in and complete pastoral logs and tutor evaluations as directed by pastoral team.
- Help the team to clean/tidy school at end of day and club including set down.

### Session duties:

- Plan, prepare and deliver fun and engaging sessions. Activities should support the development of practical skills such as teamwork, problem-solving, creativity, and independent thinking. Sessions must be age-appropriate, inclusive, and responsive to the needs of both individual young people and the wider group.
- Where appropriate, design and deliver hands-on projects—such as nature-based exploration, science investigations, simple cooking/baking tasks, or food growing—that encourage curiosity and build confidence.
- Acquire appropriate teaching materials and resources, liaising with F4YP team pre-holiday course to order resources needed in time for holiday clubs.
- Motivate pupils and encourage progress as well as other key attributes such as friendship, respect and kindness etc
- Assessing pupils' abilities, and engagement, and providing feedback and writing reports/evaluations.
- Set up activities, ensuring they are in line with risk assessments.
- Audit equipment, ensuring you are aware of what equipment has been brought and the same amount is packed up
- Responsible for ensuring YP behaviour, promoting F4YP core values and using reward system.
- Have an awareness of the individual needs of the group and adapting session activities and approach to enable YP to be successful in your session.
- Track progress of YP, create logs and evaluations using F4YP systems.
- Liaise with other tutors/F4YP staff to support the development of ideas and themes to update course content to ensure activities are appealing and relevant
- Pack down at end of session ensuring to log any loss or damage to equipment.
- Ensure subject space is clean and tidy after every session
- Deal appropriately with enquiries from parents and staff
- Follow all F4YP policies including Safeguarding policies.
- Know and follow F4YP risk assessments.

- Complete regular training courses as directed by F4YP Head of Operations/CEO including annual Safeguarding training as directed by line manager, as well as Team Teach positive handling training if required.



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- Any other duties as directed by line manager, from time to time, provided they are broadly similar to duties normally performed by the post holder or other post holder engaged in similar work.

#### Relationships:

- To be part of the F4YP staff team, develop and maintain constructive relationships with all staff across the charity.
- Promote and maintain excellent relations between schools, parents and YPs
- Act at all times as a positive role model.
- Promote a tolerant and respectful attitude

#### Other:

- Enthusiasm, stamina and willingness to be flexible and work unsociable hours when necessary
- Willingness to undertake on-going training
- Delivery of sessions not related to the subject where a need arises, to be discussed and agreed with Head of Operations.

#### Person Specification (Desirable):

<b>Education and Qualifications:</b>
<ul style="list-style-type: none"> <li>Relevant teaching qualification(s)</li> <li>Art knowledge/experience teaching a range of art techniques</li> <li>Current First Aid Qualification (Desired)</li> <li>Evidence of Continuing Professional Development</li> </ul>
<b>Skills and Abilities:</b>
<ul style="list-style-type: none"> <li>Effective time management skills.</li> <li>Proficient in use of Microsoft office applications</li> <li>Good written and verbal communication skills and the capacity to engage and communicate with individuals at all levels.</li> <li>The ability to be tactful and sensitive in communication and to empathise.</li> <li>The ability to work on own initiative</li> <li>Experience in health &amp; safety (including risk assessments) and safeguarding</li> <li>Knowledge of local communities and partnership agencies that support young people</li> <li>Conflict resolution</li> </ul>
<b>General:</b>
Maintain and observe conditions of health and safety
Willingness to develop within the job and undergo relevant training
Be committed to Equality and Diversity Policy
Clear enhanced DBS check

#### Key Performance Indicators:

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- Planning and delivery of sessions resulting in YP engagement, enjoyment and learning
- Completion of pastoral logs and tutor evaluations.
- YPs repeat booking over period of time
- Promote Values and Positive Behaviour

### Scope and Limits of Authority:

- The post holder has no direct budget responsibility
- The post holder will be responsible for:
  - Staff: No
  - Budgets: No
  - Assets: No