



Application Pack

Role:	Koala Education, Specialist Tutor (QTS essential)
Hours:	Part time
Salary:	£40 to £55 ph
Closing date:	31st August 2025
Start date:	September 25 or January 26
Reports to:	Head of Education

This job description is in Century Gothic size 11 font. Should you require this document to be sent in a larger size or the font changed, please contact 01264 554432 or email hello@moreeducation.co.uk



Contents

Page	Item
3	A little bit about us...
5	Message from the Trustees
7	Role Description
10	Knowledge and Skills
13	Key Terms
14	The Selection Process



A little bit about us...

The Charity

More Education was formed in 2021 and has three key areas; Education, Community and Outreach.

Our Education branch opened in 2023 and now supports a large number of young people, across the country, with both Distance learning, a hybrid programme and 1:1 tutoring. More information about our provisions can be found here: <https://www.moreeducation.co.uk/altprovision> It is hoped that our full-time education offer will open in 2026/7.

Koala Community Hub opened in August 2021, in response to the unprecedented need for support for our autistic and neurodivergent community. The Hub holds numerous peer groups and supports all age groups from toddlers to adults. For more information, visit our website www.moreeducation.co.uk.

We also seek to educate and inform wider society on autism and neurodivergence through training, support and guidance. Our three core aims, at Koala are to:

PROMOTE SOCIAL CONNECTION: Decreasing the risk of mental health problems in individuals and increases longevity of life by up to 50%. However, many NDs report that there are often too many barriers to accessing support (both authority and organisation support).

SUPPORT PHYSICAL HEALTH: ND people often struggle with their mental health which, in turn, affects Executive Functioning (EF). EF impacts on our ability to carry out simple tasks like eating healthily and exercising. 83% of ND individuals report issues with EF. The ability to create connections reduces this.

ENABLING: Autistic and neurodivergent young people to truly find their place in the world and to develop their own community hub which will impact on future generations.



How we will achieve these goals:

PROMOTE SOCIAL CONNECTION: Ensuring that our groups and training are consistently sensory-safe means that autistic and ND people are more likely to be able to engage with us. We work with people individually so that they can access our groups, many of whom are severely anxious. This may be as simple as meeting them at the front door, or sending them a video explaining the small steps they can take to accessing a group.

SUPPORT PHYSICAL HEALTH: Knowing that people have a safe and nurturing place that they can access will help to boost their mental health - this will then impact on their physical health. We also offer support around executive functioning to help individuals build strategies towards leading a more independent life.

ENABLING: Autistic and neurodivergent people are encouraged to build the hub and academy the way THEY want it. By providing a suitable education, and support within our community, we aim to ensure that local autistic and neurodivergent people are provided with opportunities to achieve and thrive, in all areas of their lives. We will also support other organisations to achieve this aim, where appropriate.



Our ethos and values

Attached to this document you will find our 'Core Values and Behaviours' document – this sets out what we expect from employees and how we pledge to treat all staff and volunteers. This is a very important document as it explains our culture as a charity.



GOV003 Koala Core
Values and Behaviour

Message from the Trustees

Thank you for your interest in the role of Teacher. This is a truly exciting time to join the charity. Whatever you do here you will be supporting our work to achieve our mission and make positive change for autistic and neurodivergent children, young people and adults for generations to come.

If you want to be involved in one of the most groundbreaking projects of our time, then this is where you need to be. This role will develop and grow within the organization. You will be a fundamental part of ensuring the charity's success.

We believe that Koala is a great place to work, and we are proud to have a culture that is welcoming, open, friendly and collaborative. Of course, we welcome applications from all sections of the community and we are committed to being a diverse and inclusive organisation.

Safeguarding is at the core of everything we do and our safeguarding and safer recruitment policies can be found here: <https://www.moreeducation.co.uk/policies>

We believe that by working together we can solve some of the biggest challenges we face. Life is tough for so many right now. We know that by working together we can harness the



creative energy and ideas that come from being able to think differently, out of the box thinking is encouraged here!

You'll be part of a team who are passionate about getting things right for everybody. People who recognise how important it is to look after each other, knowing that this enables us to work even better for the children and families we serve. Your colleagues will be some of the most amazing people you will work with. They are passionate, determined and super nurturing humans who know we can do things better and they are not shy in making sure they let us know how.

If you require any support to access our application process, please contact us and we will support you however needed.

Board of Trustees



Role Description

Specialist Tutor

The young people, children, adults and families that we support are at the heart of everything we do at Koala. The work that we do is significantly expanding and we now need a team of highly motivated and passionate Tutoring staff to help support our work.

We encourage applications from those with lived experiences (directly or indirectly) and/or close ties to autism and neurodiversity.

The role of specialist tutor is fast paced, in a continually evolving environment and requires the flexibility to be able to constantly adapt to young people's needs. If you feel able to thrive under this pressure then this could prove a great opportunity. Every day you will experience the unexpected, need to think on your feet and find solutions. You will ask questions, share your ideas and will work as part of a team to co-produce responses we never thought possible.

We will support your development and help you build the knowledge, skills and experiences to enable you to flourish. If you've got the ability to make these things happen and want to make a firm difference to the lives of pupils with SEND (and your colleagues!) then we'll go the extra mile for you.

Please note that this is a specialist tutor role and you will be expected to evidence your knowledge and skills of teaching young people with SEND at interview.

What you'll do



- You will provide 1:1 or group tutoring to young people either at the Community Hub or in their own home
- Plan and develop (either from scratch or using pre-made Koala resources) lessons and activities to engage neurodivergent young people
- Develop positive, interactive and safe, appropriate relationships with young people
- You will work with others to find solutions to challenges and work to ensure that young people thrive
- You will support the wider evolution of the charity through actively feeding back on your experience and sharing ideas on potential improvements
- Co-producing outcomes to a focused plan that is led by the young person and helps them to get the best out of their tutoring time and reach specific goals
- To develop links and working relationships with other youth organisations, schools and colleges, as appropriate, to meet the needs of the Young People you tutor
- Monitor the progress of the tutor sessions and report these to the management team
- To gather monitoring and evaluation data from each tutor assignment using our electronic assessment system

What you'll need

- A passion for all things SEND, and you will be able to support young people to achieve their goals which may include reintegrating back into a learning environment
- An understanding of young people, particularly those who are neurodivergent, and how best to develop professional and nurturing relationships to the benefit of the



young person

- An understanding that many of the young people who come to Koala will be struggling with school anxiety and have school trauma. You will sometimes need to take on the role of mentor and facilitator, instead of a traditional tutor role
- A good knowledge of PDA (pathological demand avoidance) and low demand strategies to support young people's learning
- A desire to join a forward-thinking charity, and willingness to actively participate in improving conditions for all
- A willingness to learn and appreciate that not all neurodivergent people are the same – we all have different triggers, sensory profiles and needs. Being adaptable in your approach and wanting to support this is key to the role!
- An ability to work effectively with a variety of people from all different walks of life
- An active interest in professional development
- A self-starter, proactive attitude and the ability to organize and prioritize your own workload
- Have a creative and flexible approach to planning tasks and furthering a young person's learning journey

Studies have shown that some groups of people are less likely to apply for a role unless they meet 100% of the job requirements. Whoever you are, if you like one of our jobs or would like to work for us but unsure of what role might suit your talents, we encourage you to apply.



We are creating a talent pool so if this job isn't the right one for you, but you have an approach that would work within our charity, we will get in touch when a suitable role comes up and actively encourage you to apply.

A key element of this role is to understand that it is a newly developed role within a young charity. The ability to respond flexibly to opportunities, as they arise, is a fundamental expectation for this role.



E = Essential A = Application Form D = Desirable I = Interview

QUALIFICATIONS & RELEVANT EXPERIENCE		
E	Excellent organisational skills, proven ability to prioritise tasks, manage a busy workload and meet deadlines	A/I
E	Experience teaching and/or tutoring children and young people (at least 1 years qualified experience) QTS	A/I
E	Ability to work independently, organising and prioritising a diverse range of tasks with excellent attention to detail	A/I
E	Excellent written and verbal communications skills	A/I
E	Evidence of team working and ability to build strong working relationships	A/I
E	Proven track record of building relationships with key stakeholders	A/I
E	Ability to maintain a high level of confidentiality and discretion at all times	A/I
E	Can demonstrate the ability to work remotely in an effective and responsible manner	A/I
E	Proven experience of managing a fast-paced role and ability to prioritise where appropriate	A/I
E	Can demonstrate a confidence in ensuring that a learning situation is kept safe at all times	A/I



E	Proven experience of following safeguarding procedures and policies	A/I
D	An understanding of mental health issues that may impact on young people	A/I
D	An understanding of the neurodiversity movement and the ethos of More Education	A/I
D	An understanding of PDA and how supportive approaches are often much different to other children	A/I



KNOWLEDGE & SKILLS		
E	High levels of self-motivation	A/I
E	Ability to communicate effectively, in writing and verbally, with colleagues and partners at all organisational levels	A/I
E	Strong team player with excellent people skills, able to relate appropriately to a wide range of people	A/I
D/E	Clear understanding of the aims and objectives of Koala	I
E	Personal stature, empathy and confidence to converse with senior representatives of the More Education team and key stakeholders.	A/I
E	Ability to prioritise and manage own workload effectively, while remaining flexible and adapting to emerging new issues, short deadlines and other demands or challenges	A/I
E	Passionate about the support of autistic and neurodivergent people	A/I



Key terms

Place of Work: This role will be based at the Koala Community Hub (Andover town centre), young people's homes or the young person's 'home' school. Planning can either happen at home or in the hub and equipment will be provided to facilitate this.

Contract: Zero hours contract on a PAYE basis. Travel expenses are paid for this role.

Working Week: The assignments that you take on will be agreed with you at all times – whilst we are currently offering zero hours contracts, we hope to create full time (or part time, depending on your circumstances) salaried positions in the near future.

Annual Leave: Statutory and accrued through hours worked for the charity.

Pension: This role will attract a statutory defined contribution pension. This will entail an employer contribution of 3% and an employee contribution of 5% of salary. You can, however, withdraw from this policy if you see fit.

Probation & notice: The post is subject to a three-month probationary period. During this period, you will be entitled to receive, and are required to give, at least one week notice of termination, which must be in writing. After successful completion of your probationary period, you are entitled to receive, and are required to give, one month notice of termination, which must be in writing.

Training: Before assignments take place, you will be expected to complete online and in-person safeguarding training.

DBS Checks: Due to this position entailing working with young people 1:1 in their homes, no assignments can take place until you are DBS cleared and full references have been taken, in line with our Safer Recruitment policy (attached).



REC002 Safer
Recruitment Policy.pdf

The selection process

How to apply:

Send your completed application form, for the attention of the CEO to hello@moreeducation.co.uk with **Specialist Tutor Position** in the subject title.

Upon receipt of your application, we will arrange an informal discussion. If both parties feel that the position maybe suitable, you will be invited to a formal interview process.

If you have any queries, about the position, please contact our CEO, Tori via tori@moreeducation.co.uk

Deadline for applications: **31st August 2025**

Formal Interviews: Mid-September

Note: If you are invited to interview and require specific adjustments to be made, please let us know.

Safeguarding

More Education is committed to safeguarding and promoting the welfare of children, young people and adults at risk, and this is a responsibility that is shared by all members of staff and volunteers across the Charity. The successful candidate will be subject to reference requests, safer recruitment checks and will be required to pass an Enhanced Disclosure and Barring Service (criminal records) check.

Equal Opportunities

More Education is an equal opportunity employer.

We actively support and encourage people from a variety of backgrounds and experiences to join us and shape what we do. We are particularly keen to receive applications from autistic/neurodivergent or otherwise disabled candidates.

We treat personal data collected during the recruitment process in accordance with our data protection policy.