



# The Brilliant Club

Recruitment Pack

**Brilliant Club Tutor**

2024/25



Registered Limited Company: 07986971

Registered Charity: 1147771 (England and Wales), SC048774 (Scotland)

Registered Office: 17th Floor, Millbank Tower, 21-24 Millbank, SW1P 4QP

## Brilliant Club Tutor

**Start Date:** Ongoing

**Contract Type:** Fixed Term

**Based:** Each placement will be based in a school

**Placement Payment & Hours:** The exact payment and expected hours varies by the type of placement being delivered. Please see the table below for more information.

Programme Type	Hours	London Payment	Non-London Payment
Key Stage 2-3 – The Brilliant Club designed course	40-45	£663.17	£605.18
Key Stage 4-5: New Tutor, designing and delivering new course for first time	55-57	£840.02	£766.56
Key Stage 4-5: Returning tutor, delivering their self-designed course again	40-45	£663.17	£605.18

## About the role

We are excited to be recruiting for tutors to deliver our programmes, which offer **PhD, Early Career Researchers and PhD graduates** a meaningful, paid professional development opportunity. If you have finished your PhD and are no longer working in research, you can still apply to tutor with us.

Tutors working with us will:

- Support **local pupils** from disadvantaged backgrounds.
- Get expert training and real experience to develop their **teaching** and **research communication** skills.
- Join a nationwide community of researchers making a significant impact on **university access**.
- Develop **skills** and **competencies** compatible with Vitae's Researcher Development Framework.

## About you

The role will best suit someone who:

### Essential

- Is currently studying for a **PhD** or holds a doctorate (there is no time limit on when PhD was completed).
- Has a demonstrable **passion** for furthering The Brilliant Club's mission.

### Desirable

- Has some experience of teaching or working with young people (though this is by no means essential as you will be required to attend The Brilliant Club training).

While we do require candidates to be actively pursuing or have already obtained their PhD, we enthusiastically welcome applications from individuals who may not think they fully meet all other specified criteria.



## About The Brilliant Club

### What we do

Access to higher education and the life-changing opportunities that come from attending the most competitive universities is not equal. 1 in 3 of the most advantaged students progress to the most competitive universities. In contrast, only 1 in 33 of the least advantaged young people access these universities.

We think this is fundamentally unfair. We work across the UK to support less advantaged students to access the most competitive universities, and to succeed when they get there.

Between 2021 and 2026, we will work with 100,000 students across the UK to help them to develop the knowledge, skills and confidence to access the most competitive universities. We will also support 11,000 students from disadvantaged backgrounds to succeed once they enter universities.

We hope that you'll consider joining us, as we work to create a fairer society where no child's education is limited by their background.

### Our values

The Brilliant Club has three core values that underpin how we work. We look for people who share these values:

- We get to a solution
- We seek and act on the best data available
- We understand that little things go a long way



“As the first in my family to go to university and having worked as a teacher in a state school, I applied to join The Brilliant Club with a real passion for the charity's mission. I am grateful every day that I work at a charity that is supportive of both professional development and flexible working, as well as being full of kind and passionate colleagues.”

Leanne, Chief Operating Officer

### **Diversity at The Brilliant Club**

We mobilise the PhD community to support students who are less advantaged to access the most competitive universities and succeed when they get there. We think it is important that our charity reflects the lived experience of the communities we work with, and we want to be an organisation where employees from any background can thrive. We particularly welcome applications from disabled, Black, Asian, and Minority Ethnic, Lesbian, Gay, Bi, Trans, Non-binary (LGBTQ+) candidates, and candidates from low-income families.



“We are the Diversity and Inclusion Staff Engagement Leads at The Brilliant Club. Our role is to help make the charity an inclusive working environment for all of our colleagues. We work with our amazing [affinity groups](#) and colleagues in HR to ensure everyone at the charity has a sense of belonging.”



Keasha and Mano - Diversity and Inclusion Staff Engagement Leads

### **Safeguarding**

The Brilliant Club is committed to proactively safeguarding children, beneficiaries and staff and to taking reasonable steps to protect all those who come into contact with the charity from harm. The safety and welfare of everyone affected by the charity's activities, especially children, is a key governance priority.

As part of our recruitment and selection process and commitment to safeguarding, we will undertake a Disclosure and Barring Service (DBS) check of all individuals in this role. Any offer of employment will be subject to a satisfactory disclosure report.





## Responsibilities

- Communicate with The Brilliant Club termly to let us know if you are available for placements/projects in the upcoming term.
- Commit to being available for 1-2 placements/projects per academic year.

### **If you are placed in any given term, you will need to:**

- Communicate regularly and professionally with the lead teacher at your placement/project school and your Brilliant Club Programme Officer.
- Attend the relevant training for the programme you are allocated to teach.
- Prepare adequately for each tutorial, ensuring you have planned the session.
- Teach tutorials as scheduled – most tutorials are 1 hour in length.
- Register pupils and upload marks using our online platform.
- Mark pupil assignments and homework as required by the type of placement/project.
- Complete a marking standardisation process.
- Report any safeguarding concerns or data breaches immediately to both the school and Brilliant Club safeguarding lead.

## Person specification

### Time and Resource Management:

#### *Essential*

- Able to plan sessions in an organised and efficient manner and adhere to agreed deadlines.
- Able to map out a series of sessions in a coherent and logical manner.
- Excellent timekeeper, ensuring prompt arrival to sessions; well organised within sessions.
- Capable of adapting quickly to new systems/ processes.

#### *Desirable*

- Confident in using digital systems for delivery.
- Experience of creating resources/ work for others.

### External Stakeholder Knowledge and Management:

#### *Essential*

- Able to work in a way that promotes the safety and wellbeing of children and young people.
- Professional approach to problem solving with range of stakeholders involved in placements.
- Awareness of role as a visitor within a school community; understanding of the other commitments held by professionals within a school.
- Understanding of The Brilliant Club mission and the university access agenda nationally.

#### *Desirable*

- Understanding of the barriers young people face to university access and some of the ways these might be overcome.
- Understanding of the current climate in the UK school system and some of the challenges young people might be facing.

### Communication:

#### *Essential*

- Awareness of how to engage pupils and adapt university style learning for a school setting.
- Able to communicate in a timely and professional way with The Brilliant Club staff and teachers.
- Able to adapt teaching approaches to meet the needs of all learners.
- Able to explain research accessibly to non-expert audiences.

### Developing Self and Others:

#### *Essential*

- Able to identify strengths and areas of development, open to feedback.
- Desire to develop tutoring/ teaching skills.

## What comes next

**To apply:** Please apply [here](#).

**Deadline:** Ongoing

**Assessment Centre:** You will be asked to prepare and teach an 8-minute mini tutorial and will be interviewed by Brilliant Club staff.

**For more information:** Visit our [website](#) or email [apply@thebrilliantclub.org](mailto:apply@thebrilliantclub.org).

# Our Year in Numbers

