



Warwick
Schools
Foundation



Information for Applicants

Key Stage Two After School Support Tutor

To start: 12th October 2026

Welcome from the Foundation Principal



Thank you for the interest you have shown in the role of Afterschool Support Tutor at the Packmores Community Centre.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint an Afterschool Support Tutor to help a busy and thriving Community Relations Department

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource Centre, a modern and completely refurbished gym and a beautiful garden.



Job Description

Post Title:

Key Stage Two Afterschool Tutor

Hours of Work:

3 hour per week during term time

Salary range

£34.69 per hour

Location The Packmores Community Centre, Warwick

Start Date

12th October 2026

Reporting Lines

The post holder will report to the Community Engagement Officer

Purpose of this Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Responsibilities

- Plan and deliver engaging, structured, and inclusive English and Mathematics sessions for Year 4 and Year 5 students.
- Adapt lesson content to suit different learning styles and abilities, ensuring that students feel supported and challenged.
- Provide a safe, positive, and encouraging environment for children to develop confidence in their academic and social abilities.
- Monitor and assess student progress, providing informal feedback to students, parents, and school representatives.
- Provide pupil reports
- Work closely with the programme coordinators to align sessions with the overall project aims and ensure consistency in teaching approaches.
- Collaborate with volunteers and staff to support children’s learning and engagement during sessions.
- Help facilitate the programme’s graduation ceremony at St Mary’s Church at the end of the term.
- Uphold safeguarding policies and ensure the welfare of all children in attendance.

Job Description

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Person Specification

	Essential	Desirable
Qualifications	Qualified Teacher Status (QTS) or equivalent experience in delivering educational support to primary-aged children.	First Aid training and/or safeguarding certification (or willingness to undertake training).
Experience/Knowledge	- Strong knowledge of the KS2 English and Mathematics curriculum. - Experience in working with children from diverse backgrounds, particularly those who may be facing educational or social challenges.	- Previous experience working in community-based education programmes or after-school clubs. - Experience working in socially disadvantaged areas.
Skills/Abilities	Ability to adapt teaching strategies to suit different learning needs and abilities.	Knowledge of inclusive teaching methods for students with SEND or EAL (English as an Additional Language).
Personal attributes	- Excellent communication and interpersonal skills to engage with students, parents, schools, and community partners. - Passionate about education, child development, and community engagement. - Commitment to safeguarding and promoting the welfare of children.	
Safeguarding Children, Young People and Vulnerable Adults	- Understands their role in the context of safeguarding children, young people, and vulnerable adults - Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

Further Details

Working hours: 3 hours per week

Working weeks: 34.6 weeks per year

Pay Banding: £34.69 per hour

Other benefits:

- You will be opted into the Foundation pension scheme.
- Employee Assistance Programme.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- A strong, supportive staff community.

Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable

Deadline for submission of applications: 14th September 2026

Interview dates: 21st – 25th September 2026

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Warwick Independent Schools Foundation, a registered charity, number 1088057
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