



Autism | ADHD  
Neurodiverse Conditions

## **Vacancy – Tutor**

**Flexible hours – full time/ part time**

**Term Time only**

**Salary range from £32,000 - £34,000 (depending on experience – this is the FTE and will reduce if less than 37.5hrs worked)**

SPACE is a Hertfordshire based charity empowering and supporting families with neurodivergent children and young people; those who are Autistic and/or have Attention Deficit Hyperactivity Disorder (ADHD) or related conditions.

### **Summary**

Do you enjoy working with children with SEND who are struggling to access formal education? Are you able to adapt your teaching style to suit the specific needs of some children? Do you have QTS? Would you like to work within a supportive environment where you could make a difference? If so, we'd love to hear from you.

We are an alternative provision provider looking to recruit a tutor with a primary and/or secondary background who can adapt their practice to support children who may have complex needs – this could include (but not limited to) severe learning difficulties, moderate difficulties or emotional school-based avoidance.

The role will be varied and may involve working with a child or young person in the home, at a neutral venue or within a school environment – it is likely that no two days will be the same, the role is also countywide so some travel will be expected. If you would like to find out more, please contact us and we can explain further.

### **Role and Responsibilities:**

- Be responsible for the quality of teaching and learning of all children and/or young people who are assigned to you
- Support bespoke packages designed by families and professional network
- Plan and deliver sessions to children and young people in line with their bespoke packages.
- Support children and young people to access education
- Adjust teaching to respond to the strengths and needs of children and/or young people
- To support children and young people on a 1:1 basis and possibly small group (if appropriate)
- Deliver provision in a setting that is right for the children/young people assigned to you – home, neutral venue, tutoring rooms etc.
- Work closely with the Alternative Provision manager/team to develop and enhance packages of support
- Working in line with statutory safeguarding guidance and our safeguarding and child protection policies



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### Other

- Promote excellent external relations by representing SPACE as required.
- Other ad-hoc duties as required by the charity.

### Requirements and skills

- Qualified Teacher Status
- Experience of supporting children and young people with SEND
- Experience of working alongside other agencies such as Educational Psychologists, Speech and Language therapists etc.
- Able to deliver primary and/or secondary curriculum or willing to develop knowledge
- Proactive out of the box thinker
- Additional training in areas such as EBSA, ADHD, ASD, SPLD an advantage
- Hertfordshire STEPS trained or equivalent would be an advantage
- A good working knowledge in the SEND field and relevant services operating within Hertfordshire
- Excellent communication skills
- Energy, resilience, flexibility, self-motivation and a sense of humour
- Commitment to, passion for and belief in the organisation's aims
- Good understanding of the charity and voluntary work sector, and its relationship with other sectors
- Strong administrative skills including Microsoft office
- Driving essential
- Flexibility around working hours

### What Can We Offer You?

We believe in providing a supportive, rewarding, and growth-focused environment for our team members. As a tutor with us, you would benefit from and have access to the following:

- **Friendly & Supportive Working Environment:** Join a compassionate and collaborative team that values respect and inclusivity.
- **PPA Time Included:** Enjoy dedicated planning, preparation, and assessment (PPA) time within your working week.
- **Holidays:** Enjoy time off in the school holidays with no expectation of additional work or preparation
- **Free Access to Training Courses:** Enhance your expertise with free training across a variety of SEND (Special Educational Needs and Disabilities) subjects.
- **Ongoing CPD:** Benefit from continuous professional development opportunities to help you grow in your role.
- **Wellbeing & Support:** Access Bright HR services, including mental health support and discounts on various services/products to support your overall well-being.
- **Ongoing Supervision & Guidance:** Receive regular supervision and support to help you succeed in your role and feel confident in your work.
- **Multidisciplinary Team Support:** Collaborate with a diverse team of professionals, with support readily available when you need it.
- **Travel Expenses Covered:** We cover your travel expenses when working away from the office/tutoring space in Stansted Abbots.



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### How to Apply

If this role interests you, please complete the application form and send it along with a copy of your CV to [admin@spaceherts.org.uk](mailto:admin@spaceherts.org.uk). You can download the application form here: <https://spaceherts.org.uk/2025/01/15/new-vacancy-tutor/>

If you require the job description or application form in an alternative format, please let us know. Adjustments to the application process can also be arranged upon request.

If you have any questions, please email [admin@spaceherts.org.uk](mailto:admin@spaceherts.org.uk)

### SPACE is committed to inclusion

We welcome applicants from all backgrounds, including those with lived experience of neurodiversity. Our recruitment process is designed to be inclusive, with reasonable adjustments available at every stage.

### Closing Date

12<sup>th</sup> May 2025 (although we may close earlier)

SPACE is committed to safeguarding vulnerable children and young people. All appointments are subject to receipt of a satisfactory Enhanced Disclosure and Barring Service Disclosure.

[www.spaceherts.org.uk](http://www.spaceherts.org.uk)