



Quality of Education Lead (Alternative Provision)

Forest 1st Tutoring Ltd

Reports to: Director (Nicola Collings)

Works closely with: Alternative Provision Coordinator

Location: Home / Forest 1st Tutoring / multiple settings as required

Contract Type: Part-time with hours to suit the right candidate

Role Overview

The Quality of Education Lead (Alternative Provision) is responsible for ensuring the highest standards of teaching, learning, and outcomes across Forest 1st Tutoring's Alternative Provision.

This role focuses on **driving quality, monitoring performance, and developing staff**, ensuring that all provision is impactful, consistent, and aligned with safeguarding and educational best practice.

Working closely with the Alternative Provision Coordinator, the post holder will play a key role in strengthening and developing the AP offer, ensuring every young person receives high-quality, personalised education.

Key Responsibilities

Quality of Education & Outcomes

- Monitor and evaluate the quality of teaching and learning across all Alternative Provision settings.
- Ensure provision leads to measurable progress in academic attainment, engagement, attendance and social/emotional development.
- Ensure provision is engaging, personalised, and appropriate to each learner's needs.
- Identify areas for improvement and implement strategies to raise standards.
- Communicate effectively to the Director regarding the day-to-day effectiveness of teachers and learners
- Present regular quality of education reports to the Director (e.g. half-termly), including key strengths, areas for development, and impact of interventions.

Staff Performance & Development

- Complete induction with new staff.
- Develop and maintain clear standards of tutoring practice across the organisation.
- Provide professional guidance, mentoring and support to tutors.

- Monitor staff performance and provide constructive feedback.
- Lead on quality assurance processes such as session reviews, learning observations, and feedback.
- Identify training needs and support the delivery of CPD.
- Promote a culture of reflective practice and continuous improvement.

Quality Assurance & Compliance

- Ensure all provision meets Forest 1st Tutoring's standards and expectations.
- Support safeguarding practices by ensuring staff understand and follow procedures.
- Act as Deputy Designated Safeguarding Lead (DSL), supporting safeguarding oversight, decision-making, and staff guidance.
- Ensure safeguarding is embedded in all aspects of provision and quality assurance activity.
- Contribute to maintaining high-quality documentation and reporting.
- Carry out quality assurance checks across provision, including risk awareness and safe practice.

Collaboration & Partnership

- Work closely with the Alternative Provision Coordinator to ensure smooth and effective delivery of teaching and learning.
- Support building strong relationships by liaising with schools, local authorities, and families through high quality communication.
- Support communication around pupil progress and provision quality.
- Contribute to EHCP reviews and professional discussions where needed.

Strategic Contribution

- Contribute to the strategic development and growth of the Alternative Provision offer.
- Use quality assurance insights to identify trends, gaps, and opportunities for development.
- Share insights to inform decision-making and service improvement.

Working Pattern

- Part-time role (hours to be agreed).
- Flexible working, including remote working.
- Occasional travel to schools and external settings required.
- Working Mondays with the team face-to-face and other days agreed together.

Salary and Benefits

- Competitive salary (dependent on experience, aligned with FFT pay structure).
- Opportunities for progression as the role develops.
- NEST pension scheme.
- Pro rata annual leave entitlement.
- Time off in lieu (TOIL) where appropriate.

Person Specification

Essential

- Qualified Teacher Status (QTS) or equivalent.
- Proven experience of delivering or contributing to improved outcomes for pupils and experience in teaching, ideally within SEND or Alternative Provision.
- Excellent understanding of what constitutes high-quality teaching and learning.
- Experience supporting or mentoring other staff.
- Strong knowledge of safeguarding and child protection.
- Ability to evaluate provision and drive improvement.
- Excellent communication and organisational skills.

Desirable

- Experience in quality assurance or leadership within education.
- Knowledge of EHCP processes and Alternative Provision systems.
- Experience working with local authorities.
- Experience supporting staff training and development.
- SENCO training.

What Success would look like

- Consistently high-quality tutoring observed across provision
- Clear evidence of pupil progress and engagement
- Tutors feeling supported, developed, and confident
- Strong positive feedback from schools, local authorities, and families
- Robust systems for quality assurance and continuous improvement

Additional Information

- Applicants must have the legal right to work in the UK.

- Appointment is subject to safeguarding checks, including an enhanced DBS.
- This role does involve working some of the school holidays, but we warmly encourage annual leave to be taken during this time, although we are willing to tailor responsibilities and terms to secure an outstanding candidate.
- Forest 1st Tutoring is a growing, supportive community committed to high-quality, child-centred provision.

N. Collings, 23/3/26