Dear Colleagues,

The Manchester Access Programme (MAP) is now recruiting new academic tutors for 2027. If you are an academic member of staff or a PhD student and want to support the progression of talented local young people to university, we want to hear from you!

This is a fantastic opportunity to contribute to the social responsibility goals of the University whilst further developing your one-to-one tutoring.

What is MAP?

MAP is the University's flagship widening participation scheme, supporting the progression of local sixth form (Year 12) students from underrepresented backgrounds into The University of Manchester or another research-intensive university. You can find out more about MAP on our webpages. Each year we recruit approximately 700 students onto the Programme, all of whom are underrepresented in HE.

To successfully complete the Programme and earn a two A-level grade reduction (or equivalent) towards an admissions offer from The University of Manchester, and a scholarship, each MAP student must complete an academic assignment. The academic assignment is 1,500 words on a topic of their choice and will help them to develop the essential research and academic writing skills needed to be a successful university student.

MAP Academic Tutors

Being a MAP Academic Tutor involves supporting 1- 8 MAP students during their time on the scheme, and overseeing their completion of the academic assignment. The tutoring process includes two hour-long one-to-one meetings with each student via Teams and the marking of their draft and final assignment. **Most of the Tutor role can be done remotely, however you will need to travel onto campus to conduct a Right to Work and DBS check as part of our HR set-up process.**

When	Activity	Description	Hours per tutee
WC: 19th April	**Tutor training**	Compulsory Tutor training will take place online. This will be paid (£25).	2 hours
7th May	**Tutors are informed of their tutee details**	The MAP Team will let you know which students you have been allocated, and their assigned subjects (you will let us know which subjects you're comfortable tutoring on the application form).	

12th May	**First Email Your Tutor Day**	MAP students will email you to introduce themselves and to arrange a time for the first meeting.	
12th May – 2nd June	**First meeting with tutee(s)**	To agree on an appropriate assignment title and go through the expectations and learning outcomes of the assignment process.	45-60 minutes
28th June	**Second Email Your Tutor Day**	MAP Students will email you to contact to arrange the second meeting	
5th July – 22nd July	**Mark Draft Assignment**	Mark the final assignment via online platform and provide student with feedback.	2 hours
6th July – 6th August	**Second Meetings with tutee(s)**	To give feedback to the students regarding the draft they should have submitted to you and to highlight areas for improvement.	45-60 minutes
31st August – 14th September	**Marking final assignments**	Mark the final assignment.	1.5 hours

Payment

Payment is fixed at £76 per student you tutor. These are paid in two £38 installments - one payment after the first meeting and one after the final assessment has been marked. Payment for the compulsory training session is £25.

Availability

Please note that you will need to have a current contract with The University of Manchester to cover the dates set out above. We will make the final payment at the end of October, once all academic assignments are complete and marked. For this reason, please note on the application form if your employment contract or PhD ends before November 2027. Please also note any planned periods of extended absence that cover the dates above.

How to Apply

If you are interested in becoming a MAP Academic Tutor, then please complete this online application form. The application form takes approximately 15 minutes to complete. **The application closing date is Friday 8th January 2027 at 5pm.** Successful applicants will be contacted by the end of January.

How applications are considered

Although we would hope to offer as many colleagues as possible the chance to work with us, we cannot guarantee that by completing the application you will be able to tutor on the Programme next year.

Priority will be given to the following:

1. Individuals that indicate they can tutor in subject areas that are in demand for the 2027 cohort. (As we are still recruiting students for 2027, we are still unsure of subject demand and how many tutors are required for each discipline).

2. Individuals that have previously applied to be an Academic Tutor but have not been offered this opportunity.

3. We will then consider how well an individual has met the person specification on their application.

Person Specification

- Experience of working with young adults or young people under the age of 18, delivering mentoring, tutoring, outreach or enrichment activities.
- Excellent communication skills (oral and written), demonstrating the ability to understand and adapt to different learning styles to communicate in a way that is clear and engaging.
- Excellent interpersonal skills and evidence of developing positive and professional relationships with individuals from a diverse range of backgrounds.
- Academic knowledge including how to reference academic sources using UoM's Harvard Referencing style.
- Ability to offer advice, support and guidance in a constructive, positive and non-judgmental way.

DBS and Training

All new tutors MUST have an up-to-date Disclosure and Barring Service (DBS) check in order to work as an academic tutor on MAP. This is to ensure we are working in line with the University of Manchester's Child Protection Policy. If you are successful in being offered this role, and you do not currently have a DBS check, then you will be invited to complete a DBS check by the MAP team on campus in Febuary/ March. All HR set-up (including DBS checks, Right to Work checks and payroll paperwork) must be completed by **Wednesday 7th April** to be matched with students. **Although this role is remote, you would need to travel onto campus for the right to work check/DBS check so we can check your documentation in person.**

All new tutors must also attend an online **compulsory paid tutor training session**. We will be running **online** training sessions for all tutors on the week commencing 19th April 2027 (dates tbc). If we can offer you a tutoring role, we will be in touch to let you know when they are running. You will also be supported by the MAP team throughout the process and receive resources to help you.

We look forward to receiving your application. Please do not hesitate to contact Courtney Hayes (MAP Officer) via map@manchester.ac.uk if you have any queries.

Best wishes,
Courtney Hayes
The MAP Team