

Welcome Pack

For New Tutors



**Cardiff
& Vale TUTORs**

BETTER RESULTS TOGETHER



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WELCOME TO CARDIFF & VALE TUTORS!

Cardiff & Vale Tutors is a referral service that introduces academic tutors to searching clients!

Thank you for joining us!!

Our WHY!

We have 2 key goals with our tuition “Better Results Together” and achieving “Results That Count”

Our Three Core Values

Friendly:

We recognise the importance of creating an environment which is conducive to learning. Furthermore, we also believe that the customer has the right to a friendly service, whereby the tutor is 100% dedicated to building a good relationship with the tutee. Our job is to help clients to fulfil their potential and have fun along the way! Please remember to be smart, friendly and polite during your tutorials.

Professional:

Professionalism is also at the top of our agenda, with every tutor being rigorously screened before being allowed to teach with us. This includes an Enhanced DBS check. All clients are entitled to view a copy of their DBS certificate before commencing tuition to ensure complete peace of mind, so remember to take it with you. We expect you to always conduct yourself in a professional manner.

Affordable:

Having noticed that the vast majority of tuition companies operating in the area charge prohibitively expensive fees, we are dedicated to keeping our prices low so that even more people in the Cardiff & Vale area can afford to further themselves by investing in one-to-one tuition. Our price plan is simple, and our prices fall around 15% below other agencies operating in South Wales.

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Advice For Starting As a Tutor with Cardiff & Vale Tutors

1. Dress Code & Conduct

Please ensure you wear smart, office attire (and if travelling to deliver face to face tuition, no jeans) Your Tutor ID badge must be clearly displayed at all times so you can be clearly identified as the referred tutor. If you are tutoring online, please follow the same advice and maintain a professional and friendly manner throughout the tutorial.

**Please note that you will need to take an original copy of your Enhanced DBS certificate and a form of photo ID to the first lesson with a new student as parents may wish to see it before an initial diagnostic assessment is carried out.*

2. Lesson Planning

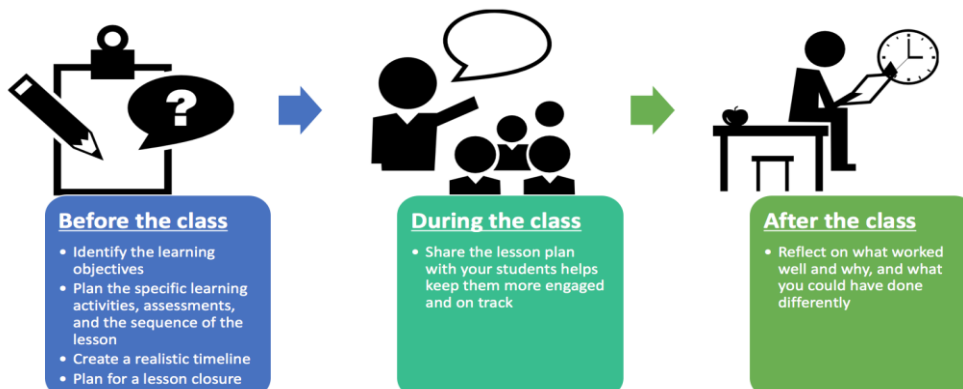
Before you plan your scheme of work and individual lessons, we suggest consulting the student's exam board website as well as the general government national curriculum website. Most of our tutees follow WJEC or AQA courses. You can refer to the 'useful resources' page on our website for an up-to-date set of links for lesson planning and exam boards. Do also take a look at our 'tutoring tips'!

Useful resources :

<https://cardiffvaletutors.co.uk/about-us/resources/>

Tutoring Tips:

<https://cardiffvaletutors.co.uk/wp-content/uploads/2021/08/Tutoring-Tips.pdf>



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3. Learning Styles

By thinking and asking about your student's preferred learning style, you can ensure that you apply this strategy to help them to learn new things. If they can use their natural style, they are likely to find learning much easier and quicker. For example, if they learn best visually, try to incorporate images and colours to the lesson/revision plans as this can be immensely useful.

LEARNING STYLES



4. Progress Tracking

To ensure that the tuition is achieving one of our key goals 'Better Results Together,' the lesson impact is reviewed and assessed. Progress can be tracked through homework, quizzes, polls, testing and past papers.

<https://cardiffvaletutors.co.uk/about-us/resources/>

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5. The Referral Process

Once you have registered, you will be sent the vacancy list by email. If a tuition enquiry matches your skills and qualifications, then you can make contact to put yourself forward for any of the listed enquiries that you would like to take on. If you are accepted for the tutoring referral, you can add lessons to your draft timesheet and send this fully updated by the 1st of the following month.

Stage 1 - Referral

- Telephone the client to discuss their needs and their goals and to arrange an initial lesson. We recommend you make enquires about the exam board through which the student will take their examination/s and prepare some form of diagnostic assessment. This diagnostic assessment will help you plan how best to carry out the tuition and support the student.
- In line with child protection guidelines, tutors will be required to take their Enhanced DBS certificate to the first tuition session along with a copy of their photo ID.

Stage 2 - Ongoing Tuition

- Once you have assessed the student and planned the tuition session, focus on your scheme of work to ensure you are taking every step to enable the student to reach their learning goals. Sessions are usually 1 hour. Ensuring the student completes independent work can help the on-going assessment process. It is advisable to check the progress of the student as lessons continue in the best way that you feel fits the student's learning profile. It can be helpful to carry out periodical assessments to ensure that progress is being made and this can be in the form of homework, past paper questions, quizzes, tests, etc.
- Keep a careful record of tutorials carried out. Please note that your timesheet will be periodically cross-referenced to ensure complete accuracy.

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Stage 3 - Monthly Timesheet Submission and Commission Payment

- Submit your timesheet for the private client referrals (and invoices for School/Council and corporate referrals) for the previous month via e-mail on the 1st of each month. Please send timesheets to accounts@cardiffvaletutors.co.uk
- You must pay the owed commission promptly within 7 days by bank transfer.

Hourly Tuition Rates And Commission Rates

2021 Rates (As from 1st September 2021)

	Tuition Fees	Commission Band 1 (PGCE)	Commission Band 2 (Non PGCE/Graduate)	Commission Band 3 (Undergrad)
KS1-KS4	£28	£6.50	£8.00	£9.00
A level	£29.50	£7.00	£8.50	£9.50
Degree & Adult Learning	£32	£8.50	£9.00	£9.90

* Client work fees may vary depending on the client

We accept Tutors who have obtained the Level 3 Qualified Tutor Status. We offer all our Tutors up-to-date CPD through our membership of The Tutor Association. We offer discounted course rates for tutors who wish to undertake the Qualified Tutor Level 3 course.

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Timesheets & Commission Payments

i) Private Referrals:

A. You will be paid directly by the client by either cash, bank transfer or cheque at the end of each tutorial.

B. You are required to keep a careful record of all lessons and submit a monthly timesheet via e-mail to accounts@cardiffvaletutors.co.uk on the 1st of each month, as specified in the tutor agreement.

C. Commission payments must be calculated and paid within 7 days of submitting the timesheet. The amount is payable by bank transfer into the Cardiff & Vale Tutors account. Please remember to put your name as the payment reference!

ii) School Referrals:

Please submit a school's timesheet and invoice (ensuring you provide accurate bank details) on the 1st of each month. Payment will then be made directly into your account on the 7th of each month.

Cardiff & Vale Tutors Account Details for Commission Payments:

Cardiff & Vale Tutors

Sort Code – 09-01-29

Account Number- 37704483

** Failure to declare any lessons arranged through Cardiff & Vale Tutors or make payments by the specified date will result in cessation of work from Cardiff & Vale Tutors. If new referrals are made directly as a result of a Cardiff & Vale Tutors referral (i.e., extending tutoring to siblings or friends of students referred by us), please ensure you contact Cardiff & Vale Tutors to obtain a new reference number as any additional students will need to be logged on your tutor profile record.*

If you have any queries about commission rates, please e-mail accounts@cardiffvaletutors.co.uk and quote your student reference number.

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**** PLEASE READ THROUGH THE FOLLOWING GUIDELINES BEFORE YOU COMMENCE TUTORING.**

Cardiff & Vale Tutors Child Protection Guidance in partnership with The Tutors' Association (TTA) Policy status: Live

1. Introduction

Every Cardiff & Vale Tutor will ensure that their pupils are given tuition in a congenial and safe environment. Each member has a moral and legal obligation to ensure that, when given responsibility for young people, they are treated with the highest possible standard of care. A child/young person is defined as a person under the age of 18 (The Children's Act 1989 and 2004, and the Children & Young Persons' Act 2008). Each Cardiff & Vale Tutor is self-employed and responsible for maintaining these professional standards.

2. Policy Statement

Cardiff & Vale Tutors is committed to ensuring that:

- a) The welfare of the child is paramount;
- b) All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity are able to receive the benefit of tutoring in a safe environment;
- c) All reasonable steps are taken to protect children from harm, discrimination and demeaning treatment and to respect their rights, wishes and feelings;
- d) All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately;
- e) All members who work with children should seek guidance and/or training in good practice and child protection procedures; they work in partnership with parents and children – which is essential for the protection of children.
- f) They provide a caring, positive, safe and stimulating environment in which students can learn and which promotes the wellbeing of the children being taught.

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3. TTA Role

TTA offers guidelines and will give advice on how to deal with a Child Protection incident or concern, but members of TTA do not act as a DCPO or LADO. Any tutor working for an agency/company who requires help and support on a Child Protection issue, should in the first instance report the incident to their agency/company, which in turn should refer the case to the LADO or DCPO. A self-employed tutor who is not attached to any agency/company should always refer any Child Protection concerns directly to the LADO in their local council.

4. Monitor and Review the Policy and Procedures

This policy shall be reviewed every year or whenever there is a major change in the organisation or when there is relevant legislative amendments.

5. Safer Recruitment

- a) Cardiff & Vale Tutors adheres to Safer Recruitment guidelines as published by the government, to ensure that all tutors are qualified and suitable as far as can be reasonably ascertained.
- b) Appropriate checks (Enhanced DBS Disclosures) are carried out on all Cardiff & Vale Tutors.
- c) Cardiff & Vale Tutors has a Child Protection Policy, and every Cardiff & Vale Tutor is sent a copy to use with disclosures/allegations.

6. TTA Applicant Vetting

As a TTA registered tutor, all Cardiff & Vale Tutors are required to have an Enhanced DBS Certificate. The TTA would like all tutors to treat this as annual document. We encourage all tutors to join the updating service, at a cost of £16pa, as this brings costs down over the long term. For example, 3 years of being in the updating service, is the same cost as one new Enhanced DBS, which is fully transferable across all your tutoring roles.

<https://cardiffvaletutors.co.uk/regions/tutor-privacy-notice/>

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7. Safeguarding Compliance

- a) Tutors will provide Photo ID when requested.
- b) Cardiff & Vale Tutors MD, Helen Glynn stores information on all tutors on a Single Central Record (SCR). This includes address and contact details, Photo ID, Enhanced DBS check, and details of degree certificates/other qualifications. TTA currently holds up-to-date Data Protection cover and references sought.
- c) All tutors must hold an up-to-date Enhanced DBS Disclosure. The TTA would like tutors to treat it as an annual document. We encourage all tutors to join the updating service, at a cost of £16pa, as this brings costs down over the long term. For example, 3 years of being in the updating service is the same cost as one new Enhanced DBS and is fully transferrable across all your tutoring roles.
- d) Dates of issue and numbers for DBS Disclosures are kept on the SCR.
- e) Tutors have read Cardiff & Vale Tutors & TTA Child Protection Guidance document, and sign up to and adhere to their policy.
- f) Cardiff & Vale Tutors have a Code of Conduct which includes a clause on cyber-bullying.
- g) If a parent is not able to be present, then there should always be another adult in the home when a child is being tutored, for the “protection” of the tutor as well as the child.

8. Allegations

Allegations against a tutor who may have behaved in a way that has or may have harmed a child, or committed a criminal offence either against or related to a child, or behaved towards a child in a way that suggests he or she is unsuitable to work with children, should be reported immediately to the LADO (Local Authority Designated Officer) or DCPO (Designated Child Protection Officer) in the local authority where the incident is alleged to have taken place.

Advice on how to deal with an allegation can be sought from the Council Education Welfare Service or Child Protection Unit.

<https://cardiffvaletutors.co.uk/about-us/become-a-tutor/>

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9. Child Protection Incidents

A Child Protection incident usually includes some of the following scenarios, but this list is not intended to be a formal and all-inclusive definition. A typical CP incident is when:

- a) A tutor receives some information about a child or young person either from the child directly or from another source, which could potentially cause serious harm to the child, either physically or psychologically.
- b) A tutor observes a situation (e.g. risk in a child's environment which could potentially cause serious physical or psychological harm).
- c) A company/agency and/or parent receives information about a tutor either from the child directly or from another source, that could potentially cause serious harm to the child, either physically or psychologically.

10. Recording a Child Protection Incident

All Child Protection incidents will be recorded. Cardiff & Vale Tutors MD will:

- a) Speak individually with all parties concerned
- b) Write a record of all conversations
- c) Write up all telephone conversations with a written report to send to LADO/ Child Protection Unit (at the local authority where the incident took place) who will deal with the allegation.

All allegations should be dealt with expeditiously, thoroughly, fairly and with common sense and professional judgement. Any investigation should be carried out as quickly as possible and a decision reached as to whether the allegation is borne out or not supported. The investigation could have one of three outcomes:

- a) Unsubstantiated,
- b) Substantiated in part or in whole but can be dealt with by disciplinary procedures.
- c) Substantiated and requiring formal referral in the first instance to the LADO (Local Authority Designated Officer) or DCPO (Designated Child Protection Officer.)

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Risk assessment guidelines: Hazard Preventative Measures

The Hazard	Preventative measures
<p>Accident while driving to/from a client.</p>	<ul style="list-style-type: none"> • Vehicle roadworthy and insured. • Do not drive if excessively tired/ill, under the influence of alcohol/drugs or any other medication which may cause drowsiness. • Check directions. • Check bus times and routes.
<p>Damage to vehicle whilst visiting a client.</p>	<ul style="list-style-type: none"> • Ensure you leave vehicle safe and secured (check parking provision prior to visiting client).
<p>Trip/fall in client's garden/home</p>	<ul style="list-style-type: none"> • Check area/room is fit for purpose. • Only carry out tasks that are suitable to the area you are working in. • Ensure suitable workspace is available i.e., chair and table.

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Risk assessment guidelines: Hazard Preventative Measures continued

Attack on tutor by pupil/guardian/carer/animal:

- Leave immediately if you feel that there is any threat to your safety.
- Ensure you have a mobile phone with you at all times and someone knows exactly where you are and what time you are due to return.
- Report any threats, physical attack or abuse to the police and then to Cardiff & Vale Tutors.
- Check with the owners during initial contact if there are any dangerous pets. If so, insist they are locked away.
- If you feel unsafe at any time, leave and report your concerns to Cardiff & Vale Tutors.



Cardiff & Vale Tutors

2020 Award Winner

Best in Private Tutoring Services
United Kingdom

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We follow the **Code of Conduct** of the Tutors Association.

We ask all tutors to follow this code and act honestly and in the best interest of Cardiff & Vale Tutor's students.

- 1.1 You are honest in all communications relating to tutoring students, including but not limited to, any communications with Cardiff & Vale Tutors, individual students you are teaching, parents of students you are teaching and Cardiff & Vale Tutors who has engaged you for your tutoring services.
- 1.2. You understand that your relationship with students and their families/carers is professional, not personal and that you have a duty of care towards them.
- 1.3. You provide a caring, positive and stimulating environment in which students can learn.
- 1.4. When working as a tutor, you always behave, communicate and conduct yourself in a professional manner to the standard that would be reasonably expected of a Cardiff & Vale Tutor.
- 1.5. You always respect students' personal dignity and promote their well-being.
- 1.6. You encourage and help students to achieve their unique potential as independent learners through acknowledgement, encouragement, understanding and personalised attention.
- 1.7. You do not engage in or assist your students in engaging in any form of plagiarism.
- 1.8. You demonstrate faith in students' learning ability and provide accurate, constructive and regular feedback on students' strengths, weaknesses, attainment, progress and areas for development in a manner that is beneficial to their overall learning.
- 1.9. You are careful to avoid creating any unhealthy dependencies and to avoid engaging in any student tutor communication unrelated to tutorials. This includes your life when not actively tutoring – for example on your social media. Ensure you do not engage in any practice which undermines the independent learning of students.
- 1.10. You understand the need to be flexible in your approach to tutoring students. You should commit to assisting them to discover effective learning strategies that help them develop the skills they need to achieve the educational goals set by them, their parent or guardian or by Cardiff & Vale Tutors, that has engaged your tutoring services.

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- 1.11. You consider each student's attributes, needs and circumstances and adapt your tutoring appropriately to accommodate these.
- 1.12. You are committed to identifying any challenges or difficulties that students have with their learning and provide appropriate assistance to help them overcome those barriers.
- 1.13. You conduct your sessions with students using appropriate materials.
- 1.14. If you are carrying out tutoring online, you use all reasonable endeavours to maintain the security of the tutoring sessions.
- 1.15. If you are carrying out tutoring online, you carry out the entirety of every session alone in an appropriate and quiet non-public space that is free from disturbances with a high-quality internet connection.
- 1.16. You carry out tutoring sessions on time and provide your student, your student's parent or guardian and Cardiff & Vale Tutors, that has engaged your services (if relevant), with reasonable notice if you are unable to carry out a session.
- 1.17. You ensure that information provided to you about students and information gained whilst working with students is kept confidential unless doing so could result in injury or harm.

If you have any queries, please contact info@cardiffvaletutors.co.uk



<https://cardiffvaletutors.co.uk/news/what-makes-cardiff-and-vale-tutors-special/>



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