



TUTOR AGREEMENT

January 2021

TUTORS4BERKSHIRE TUTOR AGREEMENT

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How lessons are operated

1. Parents see tutors profiles on our website (www.tutors4berkshire.co.uk) and book a home/ online trial lesson with their chosen tutor. Trial lessons are beneficial so parents can assess whether the tutor is the best match for their child.
2. Alternatively, parents call the Client Care Manager (CCM) directly who would communicate with the tutor best matching requirements.
3. If the trial lesson is successful, the CCM calls the customer to set up a Direct Debit. The CCM negotiates an agreed rate per lesson with the parent and an agreement of pay rate with the tutor. A confirmation email of agreement is sent to both parent and tutor.

Tutor Prerequisites

Tutor documents:

Tutors need to send the following to tutors4berkshire.operations@gmail.com:

- CV (required)
- An up to date DBS Certificate (required)
- Completion of A Levels/ Degree with certificates (required)
- PGCE Certificate for qualified teachers (desirable)
- Child Protection & Safeguarding certificates (desirable)
- Profile Picture (for their online profile on our website) (desirable)
- Completion of a tutor profile to advertise your services on our website on <https://www.tutors4berkshire.co.uk/tutor-application-form>

Tutor Shared Drive & Calendar:

Introduction to our systems

- Tutors are required to phone the Director Mr. Naim Ahmad (MOB: 07891 712742) so he can authorise and allow a member to gain permanent access to the tutor email tutors4berkshire.educators@gmail.com (on their computer or phone devices). Tutors will be able to update their availability and record hours of tuition completed on Google Drive & Google Calendar.
- On Google Drive, Tutors will have access to a shared spreadsheet called 'Tutors4Berkshire Educators,' where they can update their availability.
- On Google Calendar, Tutors will be able to update their scheduled weekly lessons.
- Tutors will be individually introduced to these systems by the Director, with a personal calendar and Tutor ID created for them on the shared spreadsheet.

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Tutor payments & availability

- Tutors need to understand that they will be working as independent contractors, so Tutors4Berkshire will have no involvement in sorting out tax.
- The Client Care Manager is responsible for negotiating lesson fees with clients. In order for the CCM to be able to offer students for tutors, tutors are required to be flexible with pay rates and accept £15-20/ hr.
- Tutors are expected to record their hours on google calendar and submit an invoice at the end of each month with their recorded hours. Invoices are found on: <https://www.tutors4berkshire.co.uk/tutor-invoices>.
- There are occasions when sessions are missed by the tutor or by the client. If an agreement of catching up the missed session is made, these should be recorded as a 'catch-up hour' on google calendar. Payments are made to the tutor's bank account on the 1st of the subsequent month.
- At the end of each month, tutors need to update their availability on the shared drive on the document called 'Tutors4Berkshire Educators.'

Summary

- Tutors need to make contact with the Director to access google drive and google calendar
- Tutors need to update their calendar hours and submit an invoice at the end of each month. Missed or catch up hours need to be specified on google calendar.
- Tutors need to update their availability on the shared spreadsheet at the end of each month.

Tutor requirements

Every tutor must be:

- Punctual to lessons
- Prepared with learning materials & resources prior to lessons.
- Dress with a smart attire ([Tutor Dress Code](#))
- Show a positive attitude during the lessons with students and parents

Location of lessons

- Both home and online lessons are available and will really depend on the choice of our customers.

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Tutor Dress Code

Tutors must abide by the dress code and dress appropriately for their particular role:

- Clothing should be clean and in a good state of repair.
- Clothing must be professional attire, not casual wear.
- Male staff: should wear a shirt and smart shoes.
- Female staff: Skirts/ dresses should be an appropriate length and smart.
- No revealing or excessively tight clothing that over-exposes parts of the body, e.g. stomach, chest, etc., or that is transparent or see-through.
- No leggings unless under an appropriate length skirt or dress.
- No inappropriate footwear e.g. flip flops.
- Women's tops may be sleeveless but should not be 'strappy' (i.e. have narrow shoulder straps) or be strapless.
- No shorts
- No combat or cargo trousers

Child Protection & Safeguarding

As the work of tutoring involves dealing with children and young people, we would ensure that our tutors adhere to the following protocol:

- Not being left alone with children.
- Doors should always be left open during the lesson.
- Parents should be at home during the tuition hours. If this is not the case, tutors must cancel their lesson.
- Not having any close physical contact with the children

Cancellations

Client cancellations:

We ask parents to give us 24 hours' notice before any cancellations. If they do not give the required notice, tutors are not obliged to make up the missed lessons but may do so at their own discretion and out of courtesy. If the client experiences an emergency at home and cannot give 24 hours notice to cancel a particular lesson as a result, in these circumstances, we would normally refund the client the lesson fee. As a result, we would not be able to pay the tutor for that particular lesson. This is unless the client would like to make up the lesson at a later date.

Tutor cancellations:

Tutors should also give 24 hours' notice to parents if a lesson is missed, informing both the CCM and the parent. As payments are being debited weekly for those customers who are on a Direct Debit, tutors are responsible for making up the missed lesson at a later date. This applies for time taken off for holidays as well.