



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

STAFF INDUCTION POLICY

Rationale

Our policy aims to provide all new tutors with a sense of belonging to their new working environment and feel confident in their role and responsibility as a member of our organisation. The role of a tutor can be quite different to previous roles experienced within a school setting and as such tutor induction procedures are essential to ensure that both the tutor and students under their care make progress by settling in as quickly and efficiently as possible. The most important resource in our organisation are the tutors themselves, communication is encouraged through the website, email and at half termly meetings at a venue funded by the organisation. The wellbeing and happiness of our tutors is paramount to us as an organisation, if staff feel happy, supported, valued and confident in their role it benefits all concerned and maximises the impact of tuition.

Aims

- To ensure that the new tutor is competent and confident to teach the prescribed schemes of work at the required level to the specified range of students.
- To ensure that the new tutor settles into routines and feels confident with the organisation's ethos and procedures as quickly as possible.
- To ensure that the new tutor understands what is expected of them in their new role.
- To ensure that the tutor is aware that they must contact the Company Director, Nigel Jones for any support and guidance.
- To ensure that the tutor is aware of Safeguarding and Child Protection issues.
- To ensure that the tutor has read and understood all of the organisation's policies and practices.
- To provide in-service training, opportunities for observations, and opportunities for attendance at courses.
- To provide opportunities to regularly meet in an informal way with other tutors to share ideas and concerns.

Practice

All new tutors will be interviewed regarding the position, the role and the organisation's expectations will be made explicit. The introduction will contain information about the role, the website, reporting and all policies. New tutors will receive an acknowledgement form which they are expected to sign and date to evidence that they have read, understood, and agreed our company's policies. New tutors will be issued with an identity badge which must be worn at all times when working for the company. Tutors will liaise closely with both the Company Director and/or the Business & Finance Manager for the first few weeks of starting in their role, support is then continually available. We offer all new tutors the opportunity to observe a more experienced tutor which has proved particularly successful. Half termly meetings allow tutors to network and support each other in their role.

Our policy is to be read in conjunction with our Safer Recruitment Policy and Safeguarding Policy.



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References:

The Data Protection Act (1998)

Education Act (2005)

Education and Inspection Act (2006)

DBS Safeguarding Vulnerable Groups Act (2006)

Education (Supply of Information about the School Workforce) Regulations (2007)

The General Data Protection Regulation (2018)

Keeping Children Safe in Education (2022)

N K Jones
Review Date

September 2023
September 2024