

## **Maths Tutor Essex Ltd- Tutors Code of Conduct Agreement**

### **Good relationship with Students and Sue Martin**

1. You are to maintain a healthy working relationship with your students, their parents and Sue Comber. Ensuring that you are highly approachable can encourage students to keep you informed of any difficulties with their understanding. We encourage an open and honest relationship between all parties. If there are any issues or concerns (Maths related or otherwise) with a lesson or a student, you are to inform Sue Martin immediately.

### **Punctuality**

2. You are to be punctual (arrive at least 10 minutes before your first lesson) and consistent with your lessons. Being consistent with your lessons and homework will have a positive impact on your relationship with students and parents

### **Keeping everyone informed**

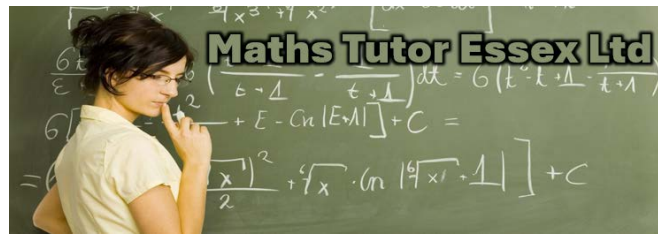
4. You are to inform Sue Martin and your clients of any availability issues before that half terms' invoices are written. However, if there is an emergency, you should inform your students and Sue Martin immediately. You are also to keep Sue Martin informed of any difficulties in behaviour or understanding or progress of any of your students

### **Expressing excellent character**

5. You are to be well groomed, smart appearance and pleasant to deal with and use encouraging words at all times. Always try to be accommodating and flexible with students and their parents and not obstructive or uncooperative. If a request by a parent or student seems unreasonable, discuss it with Sue Martin to see if we can accommodate such requests within reason.

### **Safeguarding**

6. You are to be familiar with Maths Tutor Essex Ltd Safeguarding policy and report any concerns immediately to Maths Tutor Essex Ltd and to maintain a respectful and formal relationship with students and parents at all times. Recognising that: -the welfare of the child/young person / vulnerable adult is paramount - all people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse. You will report any concerns or suspicions to Sue Martin immediately.



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### **Confidentially**

7. You have a duty of confidence to students, parents, other tutors and Maths Tutor Essex Ltd and any breach of confidence is a serious offence.

### **Observing lessons**

8. From time to time you may be asked to have either Sue Martin or other tutors sitting in your lessons for training or monitoring purpose. You will notify your student in advance, where possible, and reassure them that the visitor is watching you and not them. Should you be aware of any discomfort from your student, either beforehand or during the lesson, you are to notify Sue Martin immediately and the visitor will be asked to leave.

### **Patience over frustration**

9. You are to maintain a positive attitude throughout your tuition session and never show signs of frustration or anger. If students are misbehaving, you should take the necessary behaviour management measures. These many include setting expectations, provide engaging work, use of stickers and rewards or distraction points, talking to parents or even having parents sit in the study whilst tuition takes place.

### **Being well prepared for lessons**

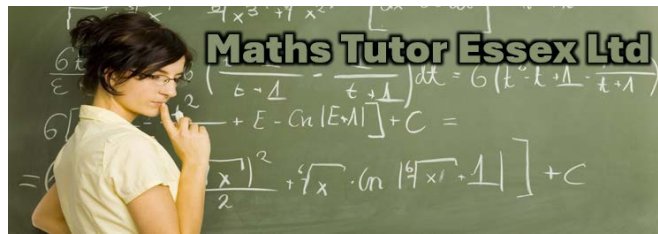
10. You are to ensure that you are fully prepared for all tuition lessons. This includes having all correct equipment, homework and resources prepared as required. You should also take responsibility for continually updating your subject knowledge.

### **Setting and marking homework**

11. You should set homework in the final 3 minutes of your lesson with full explanation given. You should mark previous lesson's homework at the beginning of each lesson fully explaining your methodology and clarifying misconceptions.

### **Feedback to Clients**

12. At the end of each lesson, the parents or guardian may meet you, always be prepared to discuss progress, concerns or general feedback to them. Feedback to Sue Martin weekly in your invoice and repor as a minimum, students' progress and tutoring plans for the next few weeks and immediately upon any progress concerns.



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### **Teaching relevance**

13. All exams have a specification or syllabus. You are to take the responsibility of researching these and targeting your teaching towards what is most relevant to your students' needs.

### **E-safety**

14. All computers on the premises are to be used solely for tutoring Maths and all websites used by students are to be age appropriate. Any digital conversations between tutors, students and their parents are to be relating to Maths lessons and Maths in general and any unusual communication is to be reported to Sue Martin

### **No touching policy**

15. You are to behave professionally and adopt a "no touching policy" with all Clients and students as much as possible. If physical contact is necessary as part of the Clients' learning needs, then it must be conducted in a professional manner, wholly appropriate and widely acceptable in the teaching profession. Any physical contact must be minimal and fulfil the purpose of learning.

### **Keep to the topic**

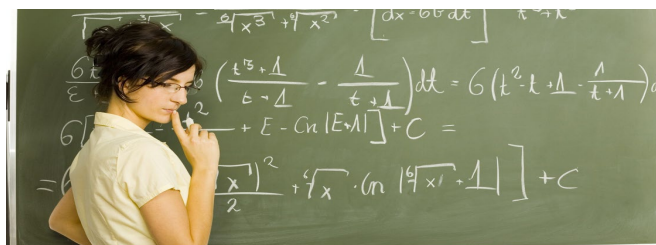
16. You are to always be mindful that you are there to teach. Do not assume that kindness from students is a green light to become casual and veer off to conversations unrelated to teaching and learning. You should keep to your primary purpose, which is to provide excellent tutoring. Even if the student starts talking about issues unrelated to the work, you should usher them towards the work without causing an upset.

### **Invoice book**

17. You are to complete your notes in your folders in a timely fashion, including lesson plans for the following week and complete and send the weekly invoice before 12pm each Friday to detail the students that you have taught and the fee that you will be paid. All payments are made weekly on a Friday afternoon.

### **CCTV**

18. A CCTV system has been installed on the premises of Maths Tutor Essex Ltd. In signing this document, you give permission for Maths Tutor Essex Ltd to record you and monitor your lessons whilst on the premises. In compliance with the Data Protection Act 1998, You understand that the images and audio will be stored electronically on a password protected and access-controlled computer system and will be deleted after 30 days. You may withdraw your consent at any time in writing to Sue Martin at Maths Tutor Essex Ltd.



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### **Working Elsewhere**

19. Due to the fact that you are self-employed it is understood that you may have other work in other industries, either employed or self-employed. This is perfectly acceptable as long as it does not affect your work here, and Maths Tutor Essex Ltd does not wish to restrict your ability to earn. However, whilst you are a part of the team at Maths Tutor Essex Ltd you agree to not undertake any Maths tuition elsewhere.

### **Disciplinary Procedures**

20. If Maths Tutor Essex Ltd receives 3 complaints about any specific tutor, then on the 3rd complaint (written or otherwise) they will be dismissed and this contract terminated immediately

### **Understanding the above**

21. You have hereby read and accepted the responsibilities of being a tutor. Any complaints made by a student or parent on issues relating to what has been stipulated on this agreement will be dealt with strongly. Maths Tutor Essex Ltd may decide to terminate your Assignment with the student and review other Assignments you may have with Maths Tutor Essex Ltd or even terminate this contract.

**MATHS TUTOR:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MATHS TUTOR ESSEX LTD**

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**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_