



Welcome to SP Tutors

We are delighted you are interested in becoming part of our team, providing tuition to disadvantaged pupils through the National Tutoring Programme.

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Introduction

What is the National Tutoring Programme?

The National Tutoring Programme (NTP) is a Government funded programme designed to provide additional support to schools to help disadvantaged pupils whose education has been most affected by school closures.

The NTP was developed to support schools in response to the immediate challenge of school closures due to the coronavirus pandemic and to provide a longer-term contribution to closing the attainment gap.

There are two pillars of the programme; Tuition Partners and Academic Mentors. Both pillars are funded as part of the Government's £1 billion coronavirus catch-up package, with £350 million allocated to support tutoring.

The programme has been designed and developed by a collaboration of five charities – the Education Endowment Foundation (EEF), Sutton Trust, Impetus, Nesta and Teach First – working in partnership with the Department for Education.

How does the NTP work?

Schools can access subsidised tuition through Tuition Partners (TPs) who have been approved by the NTP. Schools Partnership Tutors (SP Tutors) is an approved TP and has been tasked with reaching a large number of pupils in the East of England, the South East and the North West (Cumbria) by the end of the 2020-21 academic year.

Schools can purchase one block of tuition per pupil. The block can cover one subject at secondary age, or a blend of subjects at primary age. A block is 15 hours of tuition which can be in 30 minute or hourly sessions, dependent on the school's preferences.

The NTP guidance is that for maximum effectiveness and value for money, one tutor will have a group of three pupils per session, except where there is a SEND requirement, in which case a one-to-one session is recommended.

Working with Schools Partnership Tutors

Why become a tutor with SPT?

We will provide you with the tutoring training you will require to be successful. Our access to national experts on Tackling Disadvantage, and Research Schools for evidence-informed strategies, means we can tailor course modules to fit your tutoring needs. Our training is provided as a blend of short-burst self-study modules and live online workshops. The self-study training is delivered via a bespoke app in bite-size modules, designed to fit around your work and family commitments. All our live online sessions are recorded, so if you can't attend the live session you can watch at the most convenient time for you. Not all modules are compulsory – we want the training to be useful and impactful, not onerous.



We can help you find a tutoring placement, but we know that it doesn't stop there. We intend to provide ongoing support to:

- keep you up-to-speed with the changing needs of your tutoring placement
- facilitate peer discussion so you can share great ideas and offer great solutions
- guide you on the pastoral needs of your tutoring placement so that positive relationships are formed between tutor and pupil
- maintain a great relationship between you and the class teacher so that learning is tailored to pupil's needs – complementing work going on in school
- grow your confidence, so that you can grow your pupils' confidence

Application Process

Initially, you will want to find out more information about how the SP Tutors tutoring programme will work. You will want to know that this is right for you, as much as we will want to know that you are right for our pupils. We need to check you have permission to work in the UK. There is a list of acceptable documents which need to be produced to confirm this. You do not have to have teaching experience or experience in a school – we can tailor your training to suit your experience - but there are some basic requirements that you will need to fulfil:

- Prepared to do an Enhanced DBS check
- Literate and numerate
- Relevant qualifications and/or experience
- Committed and reliable
- Personable

What qualifications do I need?

We are looking for high-quality tutors. Ideally, you will have Qualified Teacher Status, or another education qualification. However, we know that there are many excellent Teaching Assistants who do not have such qualifications and would make fantastic tutors. If you have neither experience, nor relevant qualifications we will invite you to interview when we can decide whether our tutor training programme will be sufficient for you to become a great tutor.

You will need to build new relationships quickly so being able to communicate well with children and adults will be paramount. To be a successful tutor you will need to gain the confidence and respect of pupils quickly, and you will need to communicate effectively with the staff in the pupil's school to understand the needs of the pupil to ensure continuity of education and maximum impact.

What is the salary for the role?

All our tutors are offered zero hours contracts and are employed by SP Tutors. It is up to you to decide how many hours of tutoring you wish to work to fit with your availability.

Tutors with QTS get a total of £28/hr which is paid at a rate of £22.40 per hour with 20% (£84) paid as a bonus upon completion of a 15-hour block.



Tutors without QTS get a total of £20/hr paid at a rate of £16.00 per hour with 20% (£60) paid as a bonus upon completion of a 15-hour block.

We structure it this way as our evidence suggests tutoring is at its best when the tutor is consistent throughout the block, and as such, we ask tutors to commit to the whole 15-hour block of tutoring.

How and when will I be paid?

Tutors are paid monthly, in arrears and at the end of the month. This means for example that all tutoring hours carried out in January will be paid at the end of February. Our T-Reach Portal (our tutor/school application, matching and feedback system) reminds you to complete a small amount of feedback after each session and this records the session on your digital timesheet within our system. The key teacher at the school approves your feedback to complete the digital signature.

I already have a DBS check; do I need another?

As part of our responsibilities to safeguard children, we operate a Safer-Recruitment Policy, which means that, to work with our pupils, you must have an enhanced DBS check with Children's Barred List Check. The DBS (Disclosure and Barring Service) makes background and criminal checks for those positions that involve caring for, training, supervising or being in sole charge of children or vulnerable adults. An Enhanced DBS will show the following offences: sexual, violence, the supply of drugs and safeguarding.

Even if you already work in a school, and may already have a DBS with them, for the purposes of tutoring (so your school and pupils can benefit from the 75% subsidy from the Government) you will be employed by SP Tutors' and therefore need an Enhanced DBS carried out by SP Tutors.

Please inform us if you are registered on the DBS Update Service during your application. The Update Service is an online subscription service that lets you keep your standard and enhanced DBS certificates up-to-date. It also allows employers to check a certificate online, with your consent. You can use your certificate again when you apply for a position within the same workforce, where the same type and level of check is required.

You can join the Update Service at the same time you apply for a DBS check or within 19 days of the date of issue printed on your Certificate. Registration lasts for one year. The service costs £13 per year and starts from the date your DBS certificate was issued.

You can subscribe here: <https://secure.crbonline.gov.uk/crsc/subscriber>

What references do you need for me?

As part of our Safer-Recruitment process, we must have two professional references for you. These should be from your two most recent employers and should cover a minimum of 12 months (and preferably 5 years). Your referees should be someone in a position of authority such as a headteacher, deputy headteacher or key stage leader, or your line manager or company owner (for non-school referees).

If you have been working at school for more than 5 years and therefore do not have 2 professional references from different workplaces, we will ask you for a second reference from the school – i.e. someone who knows your work well – i.e. the class teacher if you are a Teaching Assistant or another member of the Senior Leadership Team.



If you have been working in industry for the same company for more than 5 years, we will ask you for a professional plus a personal reference (someone of standing in your community – i.e. someone you could ask to sign your passport photograph).

If you cannot provide references as above, please contact us – we can advise you on the next step forward.

Where do I apply?

To apply to become a tutor with us, please visit: <https://t-reach.sptutors.co.uk/>

SP Tutors does not accept applications through agencies or by CV.

What is T-Reach?

SP Tutors has developed a bespoke online portal called T-Reach which not only handles registrations from schools and applications from tutors, but also provides a matching service, allowing schools to view tutor profiles.

Tutor interaction within T-Reach is currently limited to the application stage of the process. Tutors can make an application to work with SP Tutors at <https://t-reach.sptutors.co.uk/> Once tutors have completed their applications, all communications between SP Tutors, schools and tutors are automatically sent to tutors by email, to their SP Tutors email address.

What is a tutor profile and do I need one?

Once a member of the SP Tutors team has reviewed your application, you will be sent an email with link to complete a profile. N.B. It is **very important** to keep this email/link as it is the only way you will be able to return to your profile to amend it.

All tutors will be asked to set up a profile within T-Reach which will be viewable by schools. This is your opportunity to showcase your experience and skills in detail, along with specifics as to your availability. If you have been recommended by a school and only wish to work in that school (or two or a few), there is the option to 'limit' your profile so it is only viewable by the schools you specify. The photograph is particularly important if you will be tutoring in a school in which you do not currently work, as it will be printed on your SP Tutors photographic ID badge (with lanyard) that you must wear while tutoring (even if tutoring online).

When entering details into your profile, please take time to consider the distance you will be willing to travel as T-Reach will use your home postcode and map the distance to schools within that area – those schools will be able to see tutors who are open to travelling within that area. If online tutoring, please enter 999 miles to make your profile viewable by all schools.

Why do I need an SP Tutors email address?

All tutors will be given an SP Tutors email address (usually firstinitialsurname@sptutors.co.uk, eg. jsmith@sptutors.co.uk) that will be used to send all the automatic emails that come from T-Reach, from the school's initial enquiry, to setting a timetable for a block, to requests for feedback after each session.

SP Tutors email addresses are hosted on our own secure servers and therefore we can ensure that all sensitive school and pupil data that is sent to them is not compromised. Tutors will be notified of their



email address and password (for first login – please change the password once you have logged in) during the application process. Once you have been sent the email address, please log in as soon as possible to change your password and regularly check the account for emails from us and schools. This [short guide](#) for adding profiles in Microsoft Edge browser will take you step-by-step through how you can switch between profile accounts should you already have a home or work MS365 account.

How do I access my SP Tutors email address?

During the application process, one of our team will send you details of your email address and password. To access your email, visit www.office.com and login (top right-hand corner). Please change your password when you login for the first time to something memorable – please note, we will not know this password so it is important you remember it as we cannot remind you of it once you have changed it. Please see the [guide](#) to add another email profile so you do not need to keep logging in and out of email accounts to view your personal/work and SP Tutors emails.

Training and Resources

Our tutor training programme is a blend of online, on-demand self-study units and online, live workshops with education experts. Some of our modules are compulsory, some are recommended and some are optional for your own continuing professional development. All of them are free for tutors employed by SP Tutors.

What is TutorKnowHow?

SP Tutors have collaborated with Anspear to create a mobile learning app: *TutorKnowHow*. SP Tutors have created a bespoke training programme achieving the SP Tutors' vision of building stronger relationships to learning for pupils most disadvantaged during the Covid-19 lockdown, through high-quality, evidence-informed tutoring. Tutors need a training programme that is intuitive, responsive, accessible and personalised: a high-quality bespoke programme that promotes collaboration and enables feedback. SP Tutors have collaborated with Anspear to create a mobile learning app: *TutorKnowHow*. *TutorKnowHow* provides tutors with mobile microlearning, allowing you to learn online or offline on your phone or tablet placing tutors in control of the time, place and pace of training.

There are two pathways for training within the app; which pathway you are assigned will be dependent upon prior experience and knowledge. Both pathways highlight SP Tutors' values, vision and guiding principles and provide evidence-informed training.

SP Tutors' specialist training is responsive and evolving; a blend of live and pre-recorded content builds on the excellent links from the Unity Schools Partnership, the Research Schools Network and beyond.

For further information, please refer to the separate TutorKnowHow guide.

How do I get TutorKnowHow?

TutorKnowHow can be accessed either by downloading the app (free) within the Apple or Android App Store or by visiting the website: sptutors.nimbl.uk



Simply enter your SP Tutors email address and the password provided to you by the SP Tutors team during your application process. If you'd like to learn more about how to navigate TutorKnowHow, please visit this link for a brief introductory video: <https://youtu.be/jlXqGNAAw8o>

For further information, please refer to the separate TutorKnowHow guide.

What additional training is available?

Regular online courses and webinars are available to all tutors – a schedule of upcoming events can be seen and booked (free and exclusively for employees) at the following link:

<https://www.eventbrite.co.uk/o/unity-schools-partnership-pd-18297784130>

If you are interested in one of the sessions but cannot make the scheduled time, please sign up anyway and you will be sent a link to the recording after the event. Additional recordings are available from the SP Tutors' team – please email contact-us@sptutors.co.uk for information.

Finding a Placement

Where will I tutor?

Once a school is fully registered with SP Tutors, they will be given a login for T-Reach (our bespoke school – tutor matching system designed by SP Tutors and developed solely for our use). T-Reach enables schools to search for tutors who can meet their requirements – search fields include location, SEND experience, QTS/non QTS, etc.

Once a school identifies a tutor who they think could meet their requirements, they “make an enquiry” with the tutor by clicking the link in their profile. The tutor is then sent an automatic email via T-Reach to their SP Tutors email address with details of the school's request – your details are not revealed to a new school at this point. Tutors can then converse with the school to discuss the specific requirement before accepting or declining the tutoring opportunity. Once you have accepted the enquiry, your SP Tutor email address and phone number is shared with the Key Contact at the school.

Can I choose which schools I will work with?

Tutors are free to choose their working hours to fit with their availability. As a minimum, we ask that all tutors commit to the full 15-hour block of sessions, as we know that consistency of tutor throughout the block maximises the outcomes for pupils.

If you have been recommended by a school and only wish to work in that school, there is the option within tutor profiles to limit your profile as viewable by only the schools you specify.

Remember that schools may search for tutors by location – this is based on the school's postcode and the distance that tutors specify in their profile that they are willing to travel. For online tuition, please put distance as 999 miles to be viewable by all schools.



We recommend all tutors keep their availability as up to date as possible on the profile page to prevent receiving enquiries that you cannot accommodate (use your email with profile link to change your profile at any time).

Working with Schools

What will I be teaching?

Tutoring will be most effective when it is closely aligned with the curriculum and guided by the class/subject teacher. Therefore, we do not prescribe a series of lessons, rather SP Tutors asks schools to provide tutors with information about the needs of individual pupils, as well as any important information about the school, for example, its Child Protection, Behaviour and Covid policies.

What available teaching resources are there?

You should ask the key teacher at the school if they have specific resources or schemes they would like you to use. If not, there are a plethora of resources for teachers that you could make use of. For example, the [Oak National Academy](#) is a Government funded and organised website for teachers with thousands of videos, resources and lesson plans for teaching primary and secondary subjects which you could use to guide your session planning.

TutorKnowHow has a planning template you can download to use to plan out your session – based in evidence, there is a link to Tom Sherrington’s exemplar planning document.

How do I give the school feedback?

After each scheduled tuition session, T-Reach will send tutors an email request for feedback. This email will ask tutors to:

- Confirm that the session took place
- Confirm which pupils were present
- Rate the pupil’s attainment for the session
- Rate the pupil’s attitude for learning for the session
- Provide any feedback to the key teacher

Once completed, this is sent to the key teacher to read and acknowledge. The key teacher’s positive receipt of this email will record the session on the tutor’s timesheet.

How much feedback should I give?

You should liaise with the school on this – you should only feedback what is useful. As a minimum, you will need to complete the two ratings (attainment and attitude – see paragraph above). In the text boxes, you can type as little or as much as you need to maintain good communications with the class/subject teacher.

At the end of the 5th, 10th and 15th hour, you will be asked to provide more in-depth feedback that the school could use to feedback to parents. Therefore, this should reflect on progress so far, next steps and focus on the positive contributions of the pupil to encourage engagement and promote self-esteem in the pupil.



Tutoring Online

Bramble is SP Tutors preferred online tutoring platform. Using Bramble, it is easy to deliver engaging live lessons online with every session recorded and fully searchable.

If you are asked to deliver tuition online and haven't already been invited to join the Bramble platform, you should email contact-us@sptutors.co.uk to request an invitation.

We are here to provide any assistance you need in joining the platform and learning how best to use it. We have produced a series of short videos (links below) designed to give you an introduction to Bramble. Further training can be provided.

N.B. These links will only work when you are logged in with your SP Tutors email address.

[Spotlight on online tutoring using Bramble - video 1](#)

[Spotlight on online tutoring using Bramble - video 2](#)

[Spotlight on online tutoring using Bramble - video 3](#)

[Spotlight on online tutoring using Bramble - video 4](#)

[Spotlight on online tutoring using Bramble - video 5](#)

Ongoing Support

Once you have started tutoring, we aim to provide you with ongoing support in the form of relationship management via the SP Tutors team, facilitated peer-to-peer support, reflective practice and continuous on-demand training throughout your time as a tutor with SP Tutors. We will ensure that you are best placed to continue providing great tutoring and are supported to grow your own skills for the future.

We may ask to sit in on one of your sessions, or review video recordings of one of your online sessions. This is to ensure you have the tools you need to provide the impact necessary for this catch-up tutoring. Whilst this also forms part of our quality assurance process, it is to support you with discovering any training needs you may have.

Key Terms

<u>Block</u>	Schools book tuition in blocks of 15 hours. NTP guidance is that each participating pupil is entitled to receive 15 hours of tuition. We ask tutors to commit to the full 15 hour block to ensure consistency of tutoring, therefore maximising outcomes for pupils.
<u>Key teacher</u>	The teacher within the school who is responsible for communicating with the tutor regarding the participating pupils and the aims for the block. This could be their day-to-day class teacher, head of year, SENCO or another teacher within the school.
<u>NTP</u>	National Tutoring Programme, for more see https://nationaltutoring.org.uk/



- Session** The 15-hour block will be delivered across a number of sessions which vary in length and frequency according to the school's requirements.
- TP** NTP approved Tuition Partners who pair schools and tutors to enable schools to access the NTP funding (N.B. schools cannot access the funding directly, only via an approved Tuition Partner)
- T-Reach** SP Tutors' bespoke online portal for schools and tutors
- Attainment Gap** Many children and young people growing up in our most deprived communities do significantly worse at all levels of the education system than those from our least deprived communities. This is often referred to as the attainment gap.
- Disadvantaged** Disadvantaged pupils are defined as those children and young people who face particular challenges because of the socio-economic circumstances they face when growing up. The NTP has defined 'disadvantaged pupils' more broadly as any pupil disproportionately disadvantaged by the Covid-19 pandemic and associated effects such as school closures.