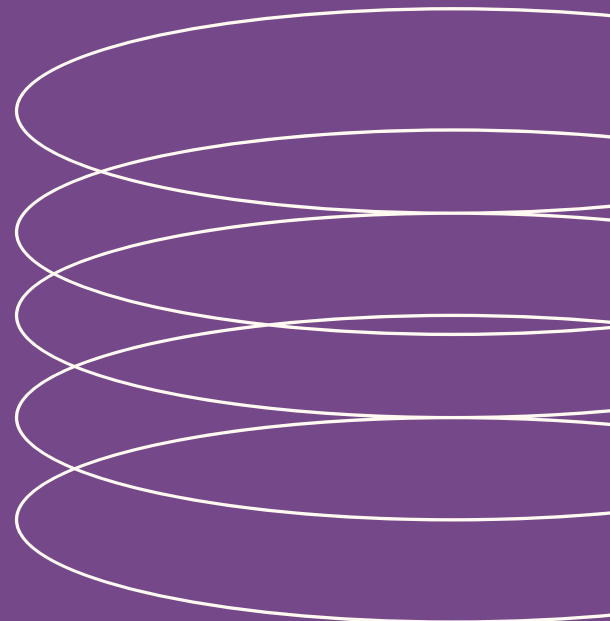




New Tutor Information



A STEP-BY-STEP GUIDE
Using TutorCruncher with Core+ Tuition



Contents

03

Introducing Core+ Tuition

[About the business, the aims & ethos](#)

04

Policies & contracts

[Links to all our policies and a template contract](#)

05

What we need from you

[Requirements of tutors & recruitment checks](#)

06

Working with Core+

[How the process actually works](#)

08

What next?

[The next steps to join us at Core+ Tuition](#)

09

Helpful links

[Enhanced DBS, access to training, tutoring communities](#)

10

Other helpful information

[Information and FAQ](#)

Core+ Tuition

Hi, I'm Emma, the Director of Core+ Tuition. I started the business in 2020 as a sole trader and in order to reach more students I began working with other students.

As a business we offer both online and face to face tuition. Starting with 1 to 1 we have now expanded our provision to small group tuition as well as Exam Workshops.



Our ethos

As an ex-teacher I am passionate about making a company that works for not only the students and their families but also for our tutors.

I want to make that safe space for us all to work and bring the best out in us, that is at the heart of every decision I make.

Business Structure

We are an employment education business - not to be confused with an agency.

We take on board clients and outsource the work to self-employed contractors. This model allows the most flexibility for the business as well as the tutors.

Policies & Docs

Code of Conduct

Safeguarding Policy

Privacy Policy

Health & Safety Statement

Health & Safety Policy

Equality, Diversity & Inclusion

Terms & Conditions

Contract Template

From you

Firstly, thank you for taking the time to learn about our business with us at Core+ Tuition, we know as a tutor you have many choices and we are very grateful you are considering working with us.

If and when we are both happy to move on with formal onboarding we will need the following documents and information for our Safer Recruitment checks in line with KCSIE guidance.

- **ID uploaded**
- **DBS Certificate uploaded**
- **DBS Number**
- **DBS Update Service confirmation**
- **Evidence of Safeguarding training - within 12 months**
- **TRN (if applicable)**
- **CV uploaded**
- **Copies of relevant qualifications uploaded**
- **Proof of insurance uploaded - Public Liability (in person tutors only) and Professional Indemnity**
- **References - at least one professional**

Don't have something, take a look at some of these [links](#)

Working with Core+

We do all the marketing and onboarding of the families, get all of their availability

We contact tutors that match and you let us know a regular slot that works for you

We set up the sessions take payment

You start tutoring!!

Note: The clients remain clients of Core Plus Tuition, we do not act as an agency “finding” work for you. We provide the service to our clients and subcontract the work to tutors but of course if you are on our books we will advertise and do our best to bring onboard the right clients for you!.

Working with Core+

Tutor Pay

As a self-employed contractor you set your rate that you charge us.

Currently our tutors are charging us between £28 and £32 for a qualified teacher delivering 1:1 GCSE.

Content of sessions

As a self employed tutor you have full autonomy over your delivery and content. We trust you as a professional but we are also here to support and signpost should you need that.

Payment

We take payment from clients in half term blocks in advance and pay tutors in arrears at the end of the half term. Our business model ensures you are never sat in front of a student without payment! By using TutorCruncher we have removed the need for you to raise invoices, we will raise a payment order from the sessions you've marked complete.

Cancelling & Moving

You have flexibility to move and book additional sessions directly with the client, we just ask that you do this through TutorCruncher and we will give you guidance on how to do this. Alternatively we can deal with all bookings and movement if you are more comfortable.

Communication

We maintain communication with clients and tutors to ensure everyone is happy with arrangements and liaise with parties when needed.

What next?

**Happy with everything
you've read?**

**A video call to answer any
questions you might have
& check what you are
happy to tutor.**

**We complete all the
recruitment checks and
clear you for tutoring.**

**We start advertising and
trying to find clients that we
can match you with.**

Links & Info

Struggling to get an Enhanced DBS Check?

Both [Qualified Tutor](#) and [The Tutors Association](#) can complete DBS Checks for independent tutors

(Members get discounts so check out the membership info below before proceeding)

Not sure what insurance you need?

As a self-employed tutor we would recommend you hold Professional Indemnity Insurance for all tutors and Public Liability if you are tutoring in person.

Need up to date safeguarding training?

The [NSPCC](#) offer safeguarding training specifically for tutors.

[Qualified Tutor](#) and [The Tutor's Association](#) also offer safeguarding training

Do you have a tutoring network?

Are you local to us in North Oxfordshire/South Northants?

Join our [Facebook group](#) a local network of tutors and join us for our meet ups to talk all things tutoring.

Qualified Tutor is an international organisation & community of tutors

They believe tutors should be Safe, Skilled and Supported. Their focus on community gives tutors a sense of belonging and opportunities to collaborate as well as take part in CPD activities.

For more information you can take a look at their [website](#).

If you are going to be a member I would be grateful if you could use our referral link [here](#).

The Tutor's Association is a professional body for tutoring

They are led by an elected board of directors. The organisation work with government departments on behalf of members.

For more information you can take a look at their [website](#).

If you are thinking of becoming a member of QT and TTA, QT have a discount code for TTA.

Free groups for tutors on Facebook

There are some great resources out there for free and I would personally recommend taking a look at [Grow Your Tutoring Business](#) and [Tutors Need Tutors](#).

Anything else?

How long are sessions?

Our standard session length is 50 minutes however there are times where this is amended due to student or client requirements for example A-Level is usually 1 hour.

How much should I be looking to pay for insurance?

As a sole trader policies for both Public Liability and Professional Indemnity insurance should be in the region of £100 to £150. I definitely recommend that you shop around and make sure that the policy covers you sufficiently.

How does payment work?

By using TutorCruncher we take the admin out of getting payment for you. Once you have finished a lesson all you have to do is mark it complete on TutorCruncher and then the system will create a Payment Order (Invoice) for you at the end of each Half Term this will then be sent to you via Bank Transfer.

What happens if I need to cancel a session?

You contact the client as soon as is reasonably possible (or contact myself and I can contact them for you). If you are able to please try to rearrange any 1:1 sessions at a mutually convenient time - then log in to TutorCruncher and click on edit session to move it on the system.

If you are unable to rearrange log on to TutorCruncher and mark the session as Cancelled. The client will receive credit and you will not receive any payment for that session.

What happens if a client cancel a session?

You contact the client as soon as is reasonably possible (or contact myself and I can contact them for you). If you are able to please try to rearrange any 1:1 sessions at a mutually convenient time (but you have no obligation to do this) - if moving it log in to TutorCruncher and click on edit session to move it on the system.

If you are unable to rearrange log on to TutorCruncher and mark the session as Cancelled but payable. The client will still be charged and you will receive your payment for that session.

Can I claim for any expenses?

If travelling over 3 miles to a student we will amend the session rate we are paying you to reflect the cost and time travelling.

As a self-employed contractor you are responsible for any other expenses (Tax, NI, Resources, Printing etc)