



Tutor Induction Policy 2023-2024

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new tutor to Reflective School Support are important to ensure they feel welcome and can play an effective part within the team. The induction process is designed to help new tutors become familiar with the requirements of their position and learn about the organisation culture, ethos, priorities, aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The induction process should:

- Provide information and training on Reflective School Support policies and procedures, including all information to set up CarePlanner.
- Provide Safeguarding information and training – including outlining responsibilities.
- Enable the tutor to plan, deliver and evaluate effective 1:1 lesson.
- Contribute to the colleague's sense of job satisfaction and personal achievement.

The induction process will include:

- Initial meeting/phone call with Reflective School Support company directors
- A folder of information with all relevant information including CarePlanner set up, policies and personal detail sharing.
- Explanation of help and support available
- Details of other relevant individuals with responsibility for induction e.g., SENCo

The Business and Finance Director (Kate McCormick) is responsible for the overall management and organisation of induction of new tutors.

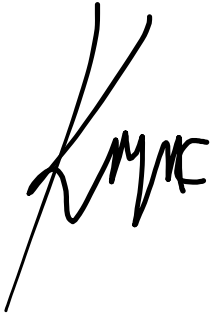
All new tutors will be given appropriate induction advice, training over a period of time and as necessary. Areas which should be considered are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.



- Safeguarding children and child protection information
- Health and safety procedures
- Terms and conditions for tutors.
- Communication systems using email, Dropbox, What's App.
- Policy documents
- Assessment advice, recording, reporting, resources and procedures
- Information on SEND
- Information on risk assessment processes
- Advice for lone working
- Advice for necessary insurance
- Advice for invoicing and record keeping.
- Details of help and support available

The new tutor should:

- Build on strengths, skills, understanding and knowledge
- Keep records to support their professional development
- Attend relevant training to maintain their skills and subject knowledge.



Kate McCormick

Company Director

7/8/2023