



Tutor Contract

TeacherTutor.org is established on moral principles of integrity, honesty and professionalism and we work in partnership with tutors to achieve the common goals of providing a high quality service to help students bridge gaps and build their knowledge. The following tutor contract expectations will ensure this.

Tutoring requests

- ◆ You must not share any personal contact details with clients prior to TeacherTutor.org contacting you to state that the client has requested your contact details, you have agreed to this request and we have then released your contact details to the client (we will only do this only after our 'matching fee' has been paid by the client).
- ◆ Prior to a client purchasing your contact details, you must correspond using only first names.
- ◆ Respond promptly and within 72 hours to tuition enquiries, this maintains the integrity of teachertutor.org and your professionalism as a tutor. Discuss the client's requirements and only progress if you think you can fulfil these and guarantee value.
- ◆ You must keep your availability for tutoring up to date on your profile. If you are unavailable for tutoring for an extended period then you can change your profile from 'live' to 'unavailable'.
- ◆ In agreeing to provide a tuition service, be transparent about your pricing, any portion that is tax and how and when you expect payment. We advise a secure payment such as PayPal immediately prior to or proceeding the lesson.
- ◆ Be prepared to share evidence of qualifications with clients and references if required, remember clients (parents) are your employers.
- ◆ Your clients are your employer, be clear about your terms and conditions and your expectations of your clients.
- ◆ Maintain an up to date profile, ensuring that you change your availability if required. We conduct checks on profiles and will remove any accounts/profiles where our values and image are compromised.



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Tutor Integrity

- ◆ Prior to a client purchasing your contact details, you must correspond using only first names.
- ◆ Remember that education is a gift, that tutoring is a professional service and that as a qualified teacher you can impact positively on a student's learning and help them succeed. We expect you to be respectful of this privilege and always act in a client's best interests.
- ◆ Endeavour to build positive and professional relations with clients (parents) and students.
- ◆ Where a student is under 18, welfare or learning concerns should always be shared promptly with a parent, even if this puts your ongoing tutoring at risk.
- ◆ Provide regular updates to clients (parents) on learning progress, ensuring dialogue is open and honest and built on trust.
- ◆ As a qualified teacher, uphold the teacher standards ([link](#))
- ◆ Act fairly and professionally when responding to client feedback. We will only remove client reviews where we believe they are misleading, offensive, violate any law, infringe on the rights of others or fail to be in line with our terms and conditions.

Tuition Lessons

- ◆ Any tuition online or otherwise with a person under eighteen should be in the presence of a parent or carer.
- ◆ If the student is under 18 years of age, lessons should be booked with a parent/carers, do not request contact or personal details of any person under the age of eighteen.
- ◆ Be clear about the date, timing and access arrangements for lessons and that you are prompt to all lessons.
- ◆ Prepare thoroughly for lessons, respond in a timely way where specific learning needs arise and keep an open dialogue with parents using the 'my students' section of your account.
- ◆ Where possible share your tuition resources with clients, enabling independent learning.
- ◆ Build strong professional relationships with clients (parents) and students, tutoring should be a rewarding experience for tutors and students alike.