

Tutor Handbook

Category: training | Required: Yes

Practical handbook template for onboarding, planning, and delivery.

Field	Value/Notes
Objectives	Enter SMART objectives
Resources	List links/files
Assessment	Quiz/Observation/Assignment
Follow-up	Homework/Next steps

Purpose & Scope

This handbook template gives new tutors a concise, adaptable reference for day-to-day delivery.

It focuses on expectations, safeguarding awareness, core workflows, and quality of instruction.

Replace bracketed placeholders with your centre's specifics where needed.

Key Expectations Snapshot

- Professional conduct: punctuality, respectful communication, confidentiality, and neutrality.
- Safeguarding first: know escalation routes and designated leads [Insert Role/Email].
- Inclusive practice: differentiate tasks; provide accessible materials.
- Feedback loop: short, specific feedback after each session; termly summary reports.

Onboarding Checklist (Template)

- ID & background checks completed (date: _____)
- Safeguarding & data protection induction attended (date: _____)
- Platform access granted: LMS, video, resources
- Intro observations / shadowing completed (mentor: _____)
- Emergency / incident reporting workflow acknowledged

Lesson Planning Quick Template

Use this skeleton to keep planning consistent.

- Lesson title: _____ Date: _____
- Learner profile (prior attainment / needs): _____
- Objectives (SMART): _____
- Activities (timed): Warm-up ____ | Main ____ | Plenary ____
- Resources: _____
- Assessment evidence: _____

- Follow up / homework: _____

Engagement & Behaviour

- Establish routines in the first 5 minutes (agenda, goals, norms).
- Use cold calling and mini whiteboards / polls to maintain pace.
- Redirect behaviour privately first; document repeated issues; inform [Insert Role].
- Celebrate progress; build in choice and student voice.

Quality & Reflection

After each session, note what worked, what didn't, and one change for next time.

Schedule a monthly peer observation or recording review.

Maintain a mini portfolio: 3 anonymised work samples + 1 reflective note per half term.

Appendix: Incident & Escalation Note

If you have a safeguarding concern:

- 1) Ensure immediate safety.
- 2) Record facts (who/what/when/where) without opinion.
- 3) Report to [Designated Safeguarding Lead] within 24h.

Do not promise confidentiality; follow local policy.