

Tutor Information Pack

Routines

You should always:

- Sign in and out at the beginning and end of each teaching session
- Wear a lanyard. This identifies you as a Tutor and is vital for safeguarding learners
- Sign out and Return keys to Front of House after you have taught
- Ensure children are not sent unaccompanied to the toilet, or left alone (either individually or in a group) at any time or for any reason other than in a medical or other emergency
- Adhere strictly to your lesson times
- Arrange make-up lessons only in consultation with central staff
- Any changes (to students, day, times, rooms etc) should **only** be made in liaison with the Tuition team.
- If a child is not collected at the end of your class, please bring them to Front of House where we can contact their parents.

Online Registers

- Must be completed accurately for every group or individual teaching session by the end of each day.
- Must be completed at the beginning of the session for group courses.
- You will receive a separate guide to the online register system - *Tutor Guide to Live Teacher – Online Registers*

Photo & Video

- Under no circumstances should you be taking photos or videos during your classes or lessons. Parents and children should not be taking any photo or video content.

For information about absence, using deps and safeguarding concerns, please refer to your Agreement for Tuition Services.

First aid:

- First aid kits are located at Front of House and above the sink in both Studio 1 and Studio 2. The Accident Book is located at Front of House.
- Should you require first aid assistance please report to reception or premises.
- In the event of an accident make sure you log all details down in the accident record book, you do not have to be first aid trained to do this.

Use of teaching rooms:

- All teaching rooms should be clean and tidy when you arrive, please report to premises if this is not the case.
- If you find any equipment is broken please tell or email Premises to let us know.
- Never move kit between rooms, should you require something additional please email Premises to request it 24hours in advance.
- All our rooms are multi use and we really lack storage space so we have to store equipment in rooms although we try to keep this to a minimum.
- Make sure that you do not leave any additional items in the rooms when you leave. In order to help maintain our rooms we will remove anything left in the room. Should you need to leave teaching material make sure you get a folder from front desk and clearly label it with your name and the sessions you teach.
- On leaving the room make sure that you shut and lock the windows, and close the blinds. Leave the radiators on 1 as this helps maintain the pianos.
- Lock the door behind you, return the key to front of house. Please let us know as soon as possible if you have mislaid or taken a key home by accident.

Use of studios:

- The Studios should be clean and tidy when you arrive, please report this to premises if this is not the case. Please make sure that the space is reset to how it was found at the end of each session.
- Any spillages, damage or problems should be reported to Premises.
- In order to maintain the studios we need to ensure that the tidy up is covered in the course timings. It is the tutor's responsibility to make sure that studios are returned to the state that you found them in.
- The studios are a multi-use space due to this we need to keep them as clear as possible, we have very limited storage space onsite.
- Please make sure all materials are returned to the correct labelled storage. All materials being kept in the studio should be part of the course therefore it should be ordered and budgeted by the Art Technician or the Programme Manager when planning the course.
- Should you require storage of additional equipment or materials please agree this with the Premises Manager or Art Technician at the beginning of term.
- Please ensure that any additional materials brought in by students are taken home at the end of the session.
- Any items not agreed with the Premises Manager or Art Technician prior to being stored on site will be given to charity or thrown away.

Chemical Management:

- Students/Tutors must store all hazardous chemicals in the dedicated yellow COSHH cabinet located in Studio 1. This includes white spirit, turps, sansodor, thinners, and fixatives. It is the responsibility of the tutor to make sure that no chemicals are left out at the end of a session and that students do not dispose of any chemicals into sinks or bins. They are welcome to bring them into the studio in clearly labelled containers but they must remove them at the end of each session or store them in the COSHH cabinet.

- It is the responsibility of the tutor to make sure that there is ventilation if more than a few students are using solvents. Please ensure that the students employ best practice when using them (ie. Mixing a small amount into dipper pots and using lids during lunch break etc) we recommend that you encourage them to use 'sansorder' rather than white spirit or turps as it has a slower evaporation time that makes it more suitable for use in group classes.

Cleaning:

- Teaching rooms are cleaned but please make sure you leave them clean and tidy when you leave them.
- Wash up any mugs, plates, cutlery you use.
- Bins are located in the hallway of the first and second floor and in the waiting room on the ground floor. Please do not leave any rubbish in the teaching rooms.
- Masking tape to mark the position of poses in the studios should be marked with the date that they were being used, it must be replaced every week so that they do not leave marks on the floor and remove them once the pose is finished

Students Work:

- All work left in the Studios is at the Students risk.
- All work left in the studios should be clearly labelled with the students name, course and date.
- All work should be taken home at the end of each half term and at the end of the course. Should a student be continuing a piece into the next term then please talk to Premises Manager or Art Technician before leaving it in the studios over the holidays.

Life Model Management

Hiring of life models is the responsibility of the tutor. Only models who are self-employed and responsible for their own taxes may be hired. Models are paid via the 'model/auxiliary' form which can be collected from front desk. These must be completed by you and the model and returned to the finance officer's tray.

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