



Induction, Training, Supervision & Support Policy - Owl Tutors

1. Policy Statement

At Owl Tutors, we are committed to providing a supportive and engaging work environment for all staff members and tutors. This policy outlines our approach to staff and tutor induction, training, supervision, and support to ensure their professional growth, competence, and well-being. We recognise the importance of equipping our staff and tutors with the necessary knowledge, skills, and resources to excel in their roles and provide high-quality services to the children and young people we work with.

2. Induction Process

2.1 All new staff members, including employees and tutors, will undergo a comprehensive induction process.

2.2 The induction process will include:

- a. Providing an overview of Owl Tutors, including our mission, values, and organisational structure.
- b. Familiarising new staff members and tutors with our policies, procedures, and expectations.
- c. Introducing new staff members and tutors to their roles and responsibilities within Owl Tutors.
- d. Offering information on health and safety practices and emergency procedures.

3. Training and Professional Development

3.1 Owl Tutors is committed to providing regular training opportunities to enhance the knowledge, skills, and effectiveness of our staff members and tutors.

3.2 Training needs will be identified based on job roles, performance appraisals, regulatory requirements, and changes in practices or legislation.

3.3 Training programmes may include, but are not limited to:

a. Safeguarding and Child Protection: Ensuring staff members and tutors understand their responsibilities and can effectively respond to safeguarding concerns.

b. Teaching and Learning Strategies: Enhancing tutors' pedagogical skills, subject knowledge, and ability to deliver effective one-to-one tuition.

c. Communication and Interpersonal Skills: Developing effective communication, listening, and relationship-building skills to engage with children, young people, and their parents/guardians.

d. Special Educational Needs and Disabilities (SEND) Awareness: Equipping staff members and tutors with the knowledge and strategies to support learners with diverse needs.

e. Health and Safety: Ensuring staff members and tutors are aware of health and safety practices, regulations, and best practices.

3.4 Training programmes may be delivered through a combination of in-person sessions, online modules, workshops, external courses, and self-directed learning resources.

4. Supervision and Performance Appraisal

4.1 Regular supervision and performance appraisal sessions will be conducted to support staff members in their roles, monitor progress, and address any concerns or development needs.

4.2 Supervision sessions may include:

a. Providing constructive feedback on performance and identifying areas for improvement.

b. Discussing challenges, sharing best practices, and offering guidance and support.

c. Reviewing professional development goals and identifying training opportunities.

d. Addressing any well-being or work-related issues and providing appropriate support.

5. Ongoing Support

5.1 Owl Tutors is committed to providing ongoing support to staff members and tutors, recognising the importance of their well-being and professional growth.

5.2 Support mechanisms may include:

a. Regular communication channels for staff members and tutors to raise concerns, seek guidance, or provide feedback.

b. Opportunities for peer support and collaboration, fostering a sense of community within the organisation.

6. Compliance and Responsibility

6.1 The designated induction coordinator, in collaboration with relevant stakeholders, is responsible for overseeing the implementation and review of this policy.

6.2 All staff members and tutors have a responsibility to actively engage in the induction process, participate in training programmes, seek supervision and support when needed, and adhere to the policies and procedures outlined.

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