Tutor - Quality Standards and Practice

At London Brookes College we are committed to continually improving the delivery of our services to our stakeholders.

All tutors are expected to:

1. *Use the correct and up-to-date syllabus*
2. *All new tutors, irrespective of previous teaching experience must see the Assistant-Principal or Coordinator to briefly discuss their planned teaching/assessment to include:*
   - *2.1 Outline of the course, order of units, timescales per section.*
   - *2.2 Visit the specification's website and ensure awareness of any changes*
   - *2.3 Pay particular attention to attendance, monitoring and reporting e.g. what is and is not deemed as being authorised or unauthorised attendance*
   - *2.4 Inform the administrators if any new students arrive or you find a student in class whose name does not appear on the register*
   - *2.5 Liaise with the Assistant Principal if any concerns arise over a student's additional needs*
   - *2.6 Health and Safety: familiarise themselves with all documents related to Health & Safety policies*

3. Completion of class registers: All staff must be present in class 5 minutes prior to the lesson commencing in order to reinforce the need for student punctuality.

- *3.1 They must complete a class register for each timetabled class; the following procedure should be followed*
- *3.2 Students who arrive more 5 minutes after the start of a lesson should be marked as late. The student must only stay in class at the teacher's discretion.*

4. Attendance is critical in order to meet the Home Office/ UKVI requirements for international students. The college has an obligation to notify the Home Office/UKVI of any problems with non-attendance or inability to progress academically; students should be made aware of this by subject tutor.

5. Liaise with the Assistant Principal to discuss the SoW and LPs

6. Use the London Brookes College standard documentation, policies and procedures

7. Ensure any notes of concern, such as poor attendance, lack of work, student warnings etc are communicated to the Assistant Principal

8. Regularly set and mark/assess work in accordance with the examination board specification

9. Record all assessment decisions/marks

10. Ensure students have adequate exposure to and practice of skills/knowledge are set regular homework

11. Ensure photocopying and preparation is conducted in advance of the session and lesson time is not wasted photocopying.

12. Ensure sessions are well prepared and include a range of assessment opportunities and differentiated learning opportunities. All sessions should include a short recap and review, information to the learners regarding the key aims and objectives of the session, regular changes of activity, dialogue with learners (Q/A, discussion) and checks on understanding, learning and achievement.

13. Inform the Assistant Principal of any disruptive behaviour, lack of effort, or student unhappiness

14. Turn your mobile phone off during lessons. Do not eat and drink (except water) in class

15. Attend the regular curriculum meetings

16. Participate positively in the Staff Appraisal Process and associated CPD

17. Inform the Assistant Principal of any proposed cancellation of class by completing the necessary staff absent form.

18. Do not make any changes to the timetable without consulting the Assistant Principal.

19. Adverse Weather

The following outlines procedures London Brookes College will adopt in the event of adverse weather conditions London Brookes College aims to provide information as quickly as possible and so keep disruption and confusion to a minimum. There are rare occasions when London Brookes College will find it necessary to close. These are usually when weather conditions make the college unsafe and the site poses a health and safety risk to our employees, learners and visitors.

A decision will be taken by 7:00 am as to whether the college needs to close. In the event of closure London Brookes College will send staff and students:

- *A text message*
- *An email*
- *Put a notice on the London Brookes College Bromcom & website*

IMPORTANT

London Brookes College aims to continually adapt and change in pursuing continuous improvement. All staff is therefore invited to come forward with positive comments as well as criticism, concerns, issues and suggestions in order to facilitate the improvement of our service.

Updated on September, 2025
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