



## Tutor Application Checklist

For us to be able to complete your application, there are several stages of checks that we need to go through with you. You can help speed up your application by sending us documents ahead of time and booking in for the ID documents check as soon as possible. Please see the checklist below to help you keep track of where you are in the process. You do not need to return this to us:

| Checklist Item   | Done                     | Comments  | Your Notes |
|--|--------------------------|---|------------|
| 5 Year Working History   | <input type="checkbox"/> | Must cover continuous 5 years   |            |
| 2 professional references  | <input type="checkbox"/> | 2 most recent employers, covering at least 12 months  |            |
| ID Documents check & short interview (Online Call)                         | <input type="checkbox"/> | Book via <a href="#">Calendly</a>   |            |
| SP Tutors Profile  | <input type="checkbox"/> | Link in email after ID Docs check   |            |
| Equality & Diversity Form  | <input type="checkbox"/> | Link in profile email   |            |
| QTS /Qualification Verification  | <input type="checkbox"/> | Your highest qualification & QTS  |            |
| DBS Check/Update Service   | <input type="checkbox"/> | A link will be sent to you by Verifile after interview. If you are on the update service, please let us know asap.  |            |
| Teacher Prohibition Check  | <input type="checkbox"/> | Carried out whether or not you have QTS.  |            |
| Right to Work Check  | <input type="checkbox"/> | Proof of ID & residency – e.g. passport   |            |
| Contract   | <input type="checkbox"/> | Please check the date, rate of pay and terms/conditions. Please sign and return once you have had chance to read.   |            |
| SP Tutors Email  | <input type="checkbox"/> | We'll send you a new email address and password. You'll need this for receiving information from T-Reach about prospective tutoring in schools and all communication from us from this point.                               |            |
| Payroll paperwork  | <input type="checkbox"/> | In an email with your contract. We can't pay you without this   |            |
| TutorKnowHow App Access  | <input type="checkbox"/> | Tutor training app - £100s worth of training – free to tutors with SP Tutors  |            |
| Mandatory Training (a)<br>- Safeguarding<br>- Prevent                      | <input type="checkbox"/> | We will pay for you to do NSPCC Safeguarding in Education online course and send you a link to the <a href="#">free Prevent</a> online course unless you send us a copy of a valid (within 12 months) certificate for each. |            |
| Declaration:<br>Mandatory Training (b)<br>NTP Evaluation Data<br>documents | <input type="checkbox"/> | Documents and video links in the Mandatory Training link/email and an online declaration that you have read/watched and understood them   |            |
| Training – Core (Tutor Know How App)                                       | <input type="checkbox"/> | To be completed within the first 6 weeks of start of tutoring   |            |
| Lanyards   | <input type="checkbox"/> | If you intend to tutor in a school in which you are not already employed you will receive an ID badge and lanyard   |            |