

Staff Training Policy

Tutor Doctor Richmond, Twickenham, Putney and Wandsworth (KTC Education Services Limited)

This plan has been centrally produced by Tutor Doctor for UK operations delivered by Tutor Doctor UK franchisees. Throughout the document reference to “Tutor Doctor” refers to the delivery by the local Tutor Doctor office, in this case Tutor Doctor Richmond, Twickenham, Putney and Wandsworth (KTC Education Services Limited).

1. Introduction

At Tutor Doctor Richmond, Twickenham, Putney and Wandsworth, we are committed to providing high-quality educational services through well-trained and supported staff and volunteers. Our staff training, monitoring, and supervision policy are designed to ensure continuous development, effective support, and the maintenance of standards across our organisation.

2. Training and Development

2.1. Initial Training: All staff and volunteers will undergo comprehensive initial training upon joining Tutor Doctor Bury St Edmunds. This training will cover essential topics related to their roles, including tutoring techniques, child safeguarding, company policies, and procedures.

2.2. Continuous Professional Development (CPD): We recognise the importance of continuous learning and development. Therefore, all staff and volunteers are encouraged to engage in ongoing CPD activities relevant to their roles.

2.3. Training Needs Assessment: We will conduct regular training needs assessments to identify areas for improvement and ensure that training programs remain relevant and effective.

2.4. Training Records: We will maintain accurate records of staff and volunteer training, including attendance, completion of training modules, and any certifications obtained.

3. Supervision

3.1. Supervision Objectives:

Supervision sessions will focus on reviewing performance, identifying areas for development, addressing challenges, and setting goals for improvement. They will also provide an opportunity for staff and volunteers to raise any concerns or issues they may have.

3.2. Supervision Records:

Detailed records of all supervision sessions will be maintained, including key discussion points, action plans, and outcomes. These records will be kept confidential and stored securely.

4. Monitoring and Evaluation

4.1. Performance Monitoring:

We will regularly monitor the performance of staff and volunteers to ensure that they meet the required standards and objectives.



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4.2. Quality Assurance:

We will conduct periodic quality assurance reviews to assess the effectiveness of our training, supervision, and support systems. Feedback from staff, volunteers, clients, and other stakeholders will be used to inform improvements.

4.3. Feedback Mechanisms:

We will establish feedback mechanisms to allow staff and volunteers to provide input on training, supervision, and support processes. This will enable us to continuously refine and enhance our practices.

5. Compliance and Review

5.1. Compliance:

All staff and volunteers are expected to adhere to this policy and cooperate fully with training, supervision, and monitoring activities.

5.2. Review:

This policy will be reviewed annually to ensure that it remains up-to-date and effective. Any necessary revisions will be made in consultation with relevant stakeholders

Signed:



Bill Clark, Director

12 November 2024

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