


Tutors' Pre-Employment Checklist



	DESCRIPTION	WHAT YOU NEED TO DO:
	<p>ENHANCED DBS</p> <p>We must carry out a new DBS on you because you will be employed by us, even if you already have one with another employer.</p>	<p>If you have signed up to the DBS Update service, let us know. This will be much quicker. If not, complete the form we send you and email us copies of your ID to contact-us@sptutors.co.uk with the subject heading DBS Paperwork - your first and last name e.g. DBS - Joe Bloggs</p>
	<p>SAFEGUARDING TRAINING</p> <p>You will need to have a current Safeguarding certificate (less than 12 months old).</p>	<p>If you already have a valid certificate, email your certificate to us contact-us@sptutors.co.uk with the subject heading SAFEGUARDING - with your first and last name e.g. SAFEGUARDING - Joe Bloggs</p> <p>If not, this will form part of your mandatory tutor training - we will send you a link. We will pay for this.</p>
	<p>QUALIFIED TEACHER STATUS & PROHIBITION CHECK</p> <p>If you indicated you have QTS and expect to be paid as a QT-Tutor, you must provide us with a copy of your certificate & Teacher Reference Number</p>	<p>Send us a copy of your certificate to: contact-us@sptutors.co.uk with the subject heading QTS & TRN - with your first and last name e.g. QTS & TRN - Joe Bloggs</p> <p>We will check the Teacher Prohibition List to ensure you are legally allowed to work as a teacher/tutor.</p>
	<p>PREVENT TRAINING</p> <p>This is introductory training from the Government and will provide an important foundation on which to develop further knowledge around the risks of radicalisation and the role that you can play in supporting those at risk.</p>	<p>It is free to complete here: www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html</p> <p>Send us a copy of your certificate to: contact-us@sptutors.co.uk with the subject heading PREVENT - with your first and last name e.g. PREVENT - Joe Bloggs</p>
	<p>RIGHT TO WORK IN THE UK</p> <p>We need to check you have permission to work in the UK. If you are a British citizen we will need to see photo ID to confirm this. If you are not, we will need to see the document that allows you to work in the UK.</p>	<p>You will have self-certified this on your application form; we will need to see some photo ID like passport or driving license, which you will send us for your DBS. If you are not a UK citizen, we will need to see your 'right to work' permission. We will ask the school that you work in first, to verify your originals.</p>
	<p>2 REFERENCES</p> <p>You will have complete the details for two referees on your application.</p>	<p>You do not need to do anything, other than let your referees know we will be contacting them and need your references back before you can tutor for SP Tutors.</p>