

Education volunteer role - Tutor

Introduction

The role of tutor at BUCFP may be voluntary or not: those tutors who charge their students and keep 2/3rds of the money taken are not, strictly speaking, treated as volunteers. However, what follows applies to all tutors, regardless of whether they are volunteers or not.

The Education Group requires no formal qualifications from tutors apart from a willingness to teach and an enthusiasm for the subject (except for insurance purposes - please see below). Wherever possible, the education worker will advise or help tutors to gain access to training which may help their course or development.

Becoming a Tutor

Tutors should see the education worker in the first instance in order to agree on a course and timing. Because of limitations on capacity, it is not always possible to teach the course exactly when tutors wish.

When tutors wish to start a new course, they will be asked what expertise they have in order to teach the course, what the course contents will be and what information they would like to be included in the next course leaflet.

Personal details (contact phone numbers at least) are kept by the education worker but never divulged to anyone, apart from other paid BUCFP workers.

Insurance

BUCFP public liability insurance covers all our tutors except those who teach physically strenuous activities, such as kung fu. These tutors must obtain their own insurance. In addition, tutors of any physical activity, e.g. a dance class, must be qualified to teach that activity: this is something of a grey area and the education worker will attempt to be as accommodating as possible to allow potential tutors to teach.

Registers

Tutors should maintain records of their students, preferably names and phone numbers, although even a head count is preferably to no information at all: BUCFP is dependent upon funding from outside bodies to maintain the education project and this information is vital for monitoring purposes.

Course Content / Delivery

Clearly, the content of any course varies from activity to activity. But, in general, tutors should endeavour to make their teaching well informed, confident, and engaging. The work undertaken should be well matched to the full range of learners' needs so that they are suitably challenged. Teaching methods should be effectively related to the needs of the learners. BUCFP does not operate in a formal environment so lesson plans and schemes of work are not required but the education worker should always be available to discuss lesson content, structure or delivery with tutors, in order to support their work. The education worker should attend a lesson from each course at last once a year.

Decision Making

Tutors are members of the education group and have an equal right alongside other tutors and students to take part in the decision making process at the Centre. They will be informed of their rights in this respect as well as being invited to attend meetings of the education group which, in conjunction with other groups in the Centre, will discuss the issues which affect not only education, but the running of the Centre as a whole. The decision making is democratic and input from all tutors will be valued. The education worker, along with other paid workers, works part-time and co-ordinates (supposedly!) the education facilities and opportunities within the department. S/he is not in 'charge' of education as this is meant to be a democratic process, but rather facilitates the structure. If tutors are teaching a class outside of normal Centre opening hours, they should ask for a list of current contacts in case of a problem during classes.

Absences / Timekeeping

If tutors are unable to come in because of illness, holidays or are otherwise engaged, we ask that they inform us as soon as they can in order that we can inform the students. We ask them to arrive in time to start teaching at the publicised time unless students have been told to expect lessons to start at another time.

Materials

Tutors are welcome to use the computer facilities to produce course materials and publicity, and to use the photocopier, etc. There are usually also whiteboards, flipcharts, an overhead projector, TV and video available for use.

We understand that other courses also need additional materials. As the Centre rarely has any money, we will try to get these donated or at a reduced cost in the first instance – if we are unsuccessful, then we will try to buy any materials.

Publicity

There will be a course booklet produced three times a year which we will compile in consultation with tutors. Tutors can decide how they would like their course to be presented, what wording is preferred and what times they will be available to teach. If tutors wish to produce extra publicity for their course, we can offer design and reasonably free photocopying.

Feedback and Evaluation

We often provide feedback sheets for students to complete after they have completed their course - These are filled in anonymously and will be for our own use. They do not have to be given back, but we would appreciate any feedback for monitoring and funding purposes.

What Happens If BUCFP Fails To Satisfy Requirements

If tutors feel that there are problems which they are not able to overcome, the Centre aims to be as supportive as possible. They are advised to discuss any problems with the education worker or if more urgent, with the day co-coordinator, although they are always welcome to implement the Centre's 'Grievance Procedure' at any time whether this be about a paid worker, trustee, volunteer, centre user or facilities.