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Queen Elizabeth High School, Hexham  
*Community and Leisure Programme*  
*Tutor Handbook 2011/2012*







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Further copies are available from:

Office Manager  
Queen Elizabeth High School  
Whetstone Bridge Road  
Hexham  
Northumberland  
NE46 3JB

Or in PDF format downloadable from the QEHS website - [www.qehs.net](http://www.qehs.net)

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## Centre Information

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### **Address**

Queen Elizabeth High School,  
Whetstone Bridge Road,  
Hexham,  
Northumberland,  
NE46 3JB

**The Office is open Monday to Thursday 8.30am—4.30pm and Friday, 8.30am – 4.00pm**

### **Telephone:**

01434 610322

### **Fax:**

01434 610305

### **Community and Leisure Programme**

Karen Armstrong-Jordan - Community and Leisure Programme Administration Officer  
(e: [karmstrong@qehs.net](mailto:karmstrong@qehs.net))  
Susan Hope—School Business Manager

### **Staff on Evening Duty**

Karen Armstrong-Jordan (Lower School) and Susan Hope (Hydro Building) can be contacted on telephone ext. 300. A site assistant is also on duty each evening (site office telephone ext. 306). In an emergency, if you are unable to contact the member of staff on duty site staff may be contacted on his mobile telephone ext. #175 or 07747564714.

### **First Aider**

The contact telephone number for the First Aider on duty is 07919 228608.

## Term Dates

Your class will commence on the date published in our brochure. Please note that if there are insufficient enrolments for your class to go ahead we shall inform you during the previous week. We list below the school holiday dates for 2011/2012:

Holiday	Day on which school will close	Date on which school will open
October half-term	Friday 21 October 2011	Monday 31 October 2011
Christmas	Friday 16 December 2011	Tuesday 3 January 2012
February half-term	Wednesday 8 February 2012	Monday 20 February 2012
Easter	Friday 2 April 2012	Monday 16 April 2012
May half-term	Friday 4 June 2012	Monday 11 June 2012
Summer	Friday 20 July 2012	

- Classes are not held during half-term breaks or during the main school holidays.
- Classes are held on Teacher Training Days.
- If your course runs over two or more terms you need to inform all your students and Karen Armstrong-Jordan the date of:
  - the last session in each term and
  - the date on which your class recommences in the following term
  - Please always discuss with Karen Armstrong-Jordan if you need to re-arrange the dates of any of your sessions.
  - School functions held in the evening which may occasionally cause a room change, we try to minimize this and will inform you if your class is to be affected.

## Teaching Rooms

It would be helpful if you would assist the site staff and duty staff by observing the following:

- Please ensure that your room is left in a tidy state at the end of your class. In particular if you need to re-arrange any furniture for your class, please return to class mode at the end of the session.
- Please do not remove any equipment from your room, as this will belong to the teacher who occupies the room during the day.
- In case of equipment failures please complete a proforma *appendix i* and return this with your register. We will enclose additional forms in your course folder.
- Please ensure that you and your students leave promptly at the end of your class. This will enable the site staff to complete the closing of building procedure promptly.

## Resources

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### **Learning Resource Centre**

The Learning Resource Centre (first floor main school building) will be open 3.30pm until 6.30pm - on Wednesday evenings.

### **IT Equipment**

IT suites are available to all classes but must be booked at least 5 working days in advance.

Please ensure that students having access to the internet read the QEHS Responsible Internet Use Policy and complete the declaration form *appendix ii*. The Responsible Internet Use Policy is also available on the QEHS website - [www.qehs.net](http://www.qehs.net). Additional forms will be provided in your course folder when appropriate.

### **Photocopying**

Please give a least 5 days working notice if you need material to be photocopied. See Photocopying Request proforma *appendix iii*. Additional copies will be provided.

No charge will be made for photocopying but we would ask tutors to limit this to essential requirements only.

Please pay careful attention to copyright regulations when requesting photocopying material from printed publications.

### **Booking Audio Visual Equipment**

Please give at least 5 working days notice if you require any of the following equipment:

Television, DVD player, video recorder, audio cassette recorder, overhead projector, slide projector, screen or flip chart.

Please Note: We cannot guarantee to provide equipment without such notice.

## Facilities

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### **Refreshments**

You may wish to take a break at some point during your session. Hot drinks machines are situated in the Lower School building.

No refreshments or food are allowed in classrooms.

### **Car Parking**

Car parking is available at all venues but please note that all cars are parked at the owner's risk.

## Off Site Courses

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Please ensure that you have provided the risk assessment to Karen Armstrong-Jordan prior to the course starting. Please familiarise yourself and students with:

- Evacuation routes
- First Aid provision
- Emergency telephone availability

During the course please ensure that you provide:

- Monthly pay claims (blanks provided)
- Details of none attendance
- Maintain the Health & Safety forms i.e. Exercise Checklist and Pre Course Health & Safety Checklist
- Report accidents directly to the responsible officer of the venue and QEHS School Business Manager.

At the end of the course please forward:

- Course Evaluations
- Register and Telephone Tree
- Final pay claim
- All completed Health & Safety / Exercise Checklist forms

All off site courses will be visited at least once by Karen Armstrong-Jordan or Susan Hope during each term.

## Payroll Administration

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### Personal Details

All tutors are required to complete a Staff Data Checking Sheet *appendix iv*, a copy is attached to this handbook and Declaration of Business Interests.

If any of your details change during the course of the year please inform Karen Armstrong-Jordan immediately. You will also need to inform Central Payroll Unit, Northumberland County Council, County Hall, NE61 2EF in writing of any changes which may affect payment of your salary.

## **Pay Claims**

A pay claim form will be left in your course folder the week your pay claim is due to be completed. Please complete your form and return it in your folder.

If your course is held off-site, we will enclose additional forms in your folder. Please note that your completed pay claim for sessions in a calendar month must be received by Karen Armstrong-Jordan by the 2nd of the following month to allow time for processing.

An example of how this form should be completed is attached as *appendix v*.

Please note the following:

1. All sections must be completed by you as shown in the example. This includes your payroll number. This information is shown on your contract and pay slip.
2. Mileage column. Please leave this column blank. Mileage is only paid for over 50 miles per round trip and only with prior agreement.
3. Additional Expenses column. Please leave this column blank. Any such expenses are also subject to prior agreement.

## **Equal Opportunities and other Staff Policies**

Staff policies are available on the school website - [www.qehs.net](http://www.qehs.net). If you require a hard copy please contact Susan Hope school Business Manager.

## **Staff Identity Badges**

Please wear your identity badge when delivering your course, with the exception of where it could be a hazard when using machinery etc.

## Health & Safety at Work

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1. The school Safety Co-ordinator is Susan Hope, School Business Manager. Contact details are: Telephone 01434 610369, Email [shope@qehs.net](mailto:shope@qehs.net)
2. All tutors will receive training on Fire Regulations – In Case of Fire
3. Ensure that all students are aware of the Emergency Evacuation Procedure. You will be informed in advance if there is a planned fire drill.
4. Risk assessments for each course will be required. The School Business Manager will work with tutors to complete this exercise. A Northumberland County Council template is included *appendix vii*.
5. First aid cover is provided and a note of the First Aider on Duty will be displayed in Reception. The contact telephone number is 07919228608. First aid boxes are located around the school and in the Reception. List of locations attached as *appendix viii*.
6. Accident Report Forms are available from the duty staff in Reception *appendix ix, x, xi*. The relevant form must be completed as soon as possible following any accidents involving yourself or members of the class. Please make sure the completed form is handed to the duty staff. The School Business Manager may need to contact you for further details.

**Section 7 of the Health and Safety at Work Act** places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to co-operate with the employer so far as is necessary in order for the employer to fulfill any of the relevant statutory provisions.

The Health and Safety Policy is available on school website - [www.qehs.net](http://www.qehs.net). School Information/Policies/Health and Safety Policy.

## Community and Leisure Health & Safety Guidance

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**All members of staff are responsible for:**

1. Ensuring that all students are familiar with fire drill procedures and that they have walked through both primary and secondary routes. Guidelines are distributed at the start of the course.
2. Observing all instruction on health and safety issued by the County Council and QEHS.
3. Observing all safety rules relating to the use of specific machinery.
4. Reporting all accidents to the duty staff and ensuring that an accident report form is completed.
5. Reporting all potential hazards to health and safety to the duty staff.
6. Assisting officers of the County Council in their inspections and investigations.

**We are all responsible for the well being and safety of ourselves and others.**

## Procedures for First Session

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Copies of all items to be handed to your students will be in your register folder.

1. Please hand out receipts to your students.
2. Please complete Induction Checklist with your students. *appendix xii*.
  - a. Emergency contact number – a number the school can ring if the student has an accident.
  - b. Please explain the fire regulations and emergency evacuation procedure on the first day and then every half term.
  - c. Inform of breaks, toilet facilities, etc.
  - d. Inform students of school holidays/end of course dates – these dates are listed in this handbook. For further information contact Sue Jewitt.
  - e. Information on additional costs that may be incurred by students.
  - f. Equipment/books required.
  - g. Course content – please hand a copy of your Course Outline to each student.
  - h. Equal Opportunities – see the QEHS website - [www.qehs.net](http://www.qehs.net).
  - i. Please ask students to complete the following forms, if appropriate:
    - i. Pre-course Health and Safety Checklist (courses using tools only) *appendix xiii*
    - ii. Exercise Checklist (exercise and fitness courses only) *appendix xiv*
    - iii. Responsible Internet Use (IT courses only) *appendix ii*
3. Organise a telephone tree for communication with your students – this could be vital when a large number of classes have to be cancelled due to weather conditions.
4. Explain the complaints procedure. See complaints procedure on the school website - [www.qehs.net](http://www.qehs.net) - School Information / Policies / Complaints Procedure.

## Student Attendance

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We realise that adult students who withdraw from their courses do so for a multitude of reasons – many of which are private to them. However, we should be grateful if you would use the form *appendix xvi* to inform us if any of your students are **absent for three weeks**.

If you are aware of reasons why a student is absent or has left the course please give very brief details. For all personal matters the term 'personal circumstances' is all we require. Please do not record anything of a sensitive nature on this form. If you do not know why the student is absent please record 'reason unknown' – we will follow this up with the student.

## Course Evaluations

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Course evaluation information is extremely useful in the planning of future programmes and we are very grateful for this information. Please encourage your students to complete the forms - which will be enclosed in your folder towards the end of the course - and return them to you by the last session. Course Evaluation forms *appendix xvii*.

## Queen Elizabeth High School Community and Leisure Programme Adult Learning Tutor Job Description

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Please find outlined below a generic job description for a part-time adult learning tutor for Queen Elizabeth High School. Please note that your payment is based on hours worked (i.e. contact time with your students). The paid duties include lesson preparation, registration of the attendance of students, the keeping of correct records and the provision of all details and returns which may be required periodically.

### Job Description

**Job Title:** Adult Learning Tutor

**Grade:** Adult Non-Vocational Tutor. Scale B (Points 1 – 4)

**Responsible to:** Head Teacher

**Responsible for:** Specific area of Community Learning

**Job Purpose:** To be responsible for the delivery of high quality and effective teaching on community and leisure courses within your subject area(s).

- To write course descriptions for promotional purposes.
- To write course outlines for effective delivery of the course and for quality assurance purposes.
- To provide requested documentation when asked to do so.
- To prepare resource materials for class activities, request any materials, equipment or copying in good time.
- To contribute to Quality Assurance procedures.
- To provide information and advice to assist students.
- To teach the course in line with the course outline and support the students as necessary.
- To ensure the school property is respected by students attending your course.
- To adhere to policies, practices and procedures laid down by Northumberland LA and QEHS.
- To be committed to Equal Opportunities and to comply with the County Council's Equal Opportunities Policy.
- To use safe working practices in accordance with the policies of Northumberland County Council, QEHS and relevant legislation.