

## VOLUNTEER ONLINE TUTOR APPLICATION FORM



# EXAM STAR

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Thank you for your interest in joining Exam Star® as a Volunteer Online Tutor. To help us decide if you are suitable for this role, please fill in the form below.

**Before applying please remember the following:**

- To maintain continuity, the least commitment required is 3 months.
- You can only apply if you are sure that you can commit for 3 months.
- For the most part, we need our Volunteer Online Tutor to either be trained at graduate level or at university at the moment.
- If you do not meet the above criteria, we will still consider your application.
- We may arrange a telephone conversation with you, after considering your submission.
- Exam Star® is passionate about providing support to young people who face socio-economic disadvantage. We are searching for Volunteer Online Tutors who can demonstrate empathy and understanding to these students to help them feel more confident and able to fulfil their potential.

- You will be asked to complete an enhanced DBS check if your application is successful.

I read the above and understand the volunteering commitment required to join Exam Star®

Yes

No

**Contact details**

Title \_\_\_\_\_ Full Name \_\_\_\_\_  
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Your occupation:  
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Address Line 1:  
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City:  
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Post code:  
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Mobile  
No: \_\_\_\_\_  
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Email  
address: \_\_\_\_\_  
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Depending on pupils' requirements, you will be expected to demonstrate the flexibility to provide one-to-one online tutoring to primary and secondary school pupils in any of the following subjects:

- English
- Maths
- Sciences
- 11+ exam preparation

**PLEASE NOTE: THERE IS NO PREVIOUS TUTORING EXPERIENCE REQUIRED IN ANY OF THE ABOVE SUBJECT AREAS, JUST A WILLINGNESS TO HELP.**

Please, tell us about the skills you have which will make you a good Volunteer Online Tutor with Exam Star®.

Do you have any experience of working with young people?

**Why do you want to be a Volunteer Online Tutor with Exam Star®?**

**How did you hear about Exam Star®?**

**Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as described by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** [http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)

Yes

No

## **STAFF (AND VOLUNTEER) ACCEPTABLE USE POLICY AGREEMENT**

This Acceptable Use Policy is intended to ensure:

- that students, staff and volunteers and parents/guardians will be responsible users and stay safe whilst using communication technologies provided by Exam Star® for educational use.
- that ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff, volunteers and parents/guardians are aware of the importance of online safety and are involved in the education and guidance of students with regard to their online behaviour.

Exam Star® will try to ensure that students, staff, volunteers and parents/guardians will have good access to online tutoring on the Exam Star® website to enhance student's learning and will, in return, expect students, staff, volunteers and parents/guardians to agree to be responsible users.

### **FOR MY PROFESSIONAL AND PERSONAL SAFETY:**

- **I understand that I have the responsibility to always record the entirety of every tutoring session that I deliver to pupils. Not doing so will result in immediate my dismissal.**
- I understand that I must use the Exam Star® website in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the Exam Star® ICT systems and other users.

- I recognise the value of the use of the Exam Star® website for enhancing learning and will ensure that students receive opportunities to gain from the use of Exam Star®.
- I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.
- I understand that Exam Star® will monitor my use of the Exam Star® website, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of the Exam Star® website and ICT systems (e.g. laptops, email) out of school.
- I understand that the Exam Star® website and ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I understand that I am not expected to post pictures of students other than my own children on social networking sites.
- I know that I should make complaints through official Exam Star® channels rather than posting them on social networking sites.
- I will not post malicious or fictitious comments on social networking sites about any member of the Exam Star® community.

- I understand that I should not post comments that would be considered to be unprofessional or reflect Exam Star® or its members in a negative manner.

**I WILL BE PROFESSIONAL IN MY COMMUNICATIONS AND ACTIONS WHEN USING THE EXAM STAR® WEBSITE AND ICT SYSTEMS:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that if I take and / or publish images of others I will do so with their permission.
- I will not use my personal equipment to record the above images, unless I have permission to do so.
- Where the above images are published (e.g. on the school website/Learning Platform) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use the Exam Star® website in school or out of school in accordance with the Exam Star® policies.
- I will only communicate with students and parents / carers using the Exam Star® website or official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.



- I will only transport, hold, disclose or share personal information about myself or others.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving Exam Star® website and ICT systems however this may have happened.

### **WHEN USING THE INTERNET IN MY PROFESSIONAL AND VOLUNTEER CAPACITY:**

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

### **I UNDERSTAND THAT I AM RESPONSIBLE FOR MY ACTIONS WHEN USING THE EXAM STAR® WEBSITE AND ICT SYSTEMS IN AND OUT OF SCHOOL:**

- I understand that this Acceptable Use Policy applies not only to my work and use of the Exam Star® website and ICT systems in school, but also applies to my use of the Exam Star® website, ICT systems and equipment out of school in situations related to my involvement with Exam Star®.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to the Local

Authority and in the event of illegal activities the involvement of the police.

**I have read and understand the above and agree to use the Exam Star® website, ICT systems and equipment (both in and out of school) and my own devices (in school and out of school and when carrying out communications and duties related to Exam Star® within these guidelines.**

**By completing and submitting this form I agree to abide by the terms of the Exam Star® acceptable use policy agreement.**

Staff / Volunteer full name

Date