

Code of Professional Conduct and Ethics

Introduction

This code relates to your professional conduct as a tutor, and concerns your relationships with your pupils and their families, any third party consultants or teachers, and the media. This code is formed of six main principles, each with a set of objectives. These objectives are mandatory for Roundtable tutors.

1. Excellence

You must provide an excellent standard of education. To achieve this you must:

- 1.1. maintain a sound understanding of your subject, the curriculum and the relevant examinations; and
- 1.2. develop your pedagogy through training, research and practice.

In tutoring sessions, you should:

- 1.3. set high (but reasonable) expectations for your pupil, which inspire, motivate and challenge;
- 1.4. enable your pupil to reach his or her full potential; and
- 1.5. empower your pupil to become academically self-reliant.

2. Empathy

You should have a clear understanding of your pupil's needs and establish the best means for meeting them. You should therefore:

- 2.1. assess a pupil appropriately;
- 2.2. establish an approach which meets your pupil's individual learning style;
- 2.3. create a safe environment for your pupil in which he or she does not fear making mistakes; and
- 2.4. reflect on and critically evaluate your own performance.

3. Transparency

You should involve your pupil's parents as fully as possible in the pupil's academic development. To achieve this, you must:

- 3.1. maintain accurate records of your tutoring sessions;
- 3.2. provide accurate feedback to pupils and parents, which is clear and helpful;
- 3.3. set realistic expectations; and
- 3.4. voice any concerns you have to the parents of your pupil.

4. Trust

You should recognise the trust that is placed in you as a private tutor and the privileged position that you hold. You must maintain the confidentiality of all information that you are party to, both academic and personal. You should:

- 4.1. seek approval from the family before referring your pupil to any third party;
- 4.2. anonymise all testimonials to be used online;
- 4.3. never display information about your pupil or their family on social media; and
- 4.4. never report any aspect of your work with a pupil or their family to the media or press without prior written consent from the family.

5. Integrity

You must act with integrity in all aspects of your work. You must always:

- 5.1. act in the best interests of your pupil;
- 5.2. avoid conflict between your professional work and your other interests;
- 5.3. disclose to the family any personal or material interest in connection with any recommendation or referral you make; and
- 5.4. uphold the reputation and standing of the profession.

6. Value

Your fees must be fair and transparent and you must not abuse a position of trust or expertise. You must always:

- 6.1. register your fee with Roundtable;
- 6.2. clearly explain your fees to the family;
- 6.3. inform the family if your fees are likely to change; and
- 6.4. provide the family with a realistic expectation of your availability.