



A TEAM TUITION AUSTRALIA PTY. LTD.

Academic Personal Training

School Program APT & Program Convenor Selection Policy

Introduction

Our school programs represent the highest tier of academic support offered by A Team Tuition. These programs are delivered in partnership with selective schools, long-term institutional contracts, and high-visibility education settings. Due to the reputation and standards of these partnerships, participation in school programs is regarded as a prestigious opportunity and a direct representation of A Team Tuition's mission to transform lives through education. All Academic Personal Trainers (APTs) engaged in school programs are expected to uphold the highest standards of professionalism, integrity, and educational impact.

Selection Process - School Programs Academic Personal Trainer (APT)

To be considered for a School Program Tutor role, the following criteria must be met:

- The applicant must be a current APT who has:
 - Successfully completed the full A Team Tuition interview process,
 - Completed all required online training modules,
 - Attended practical training,
 - Participated in the onboarding process.
- During the standard APT interview process, the candidate must have indicated their interest in participating in school programs.
- Eligible APTs will then participate in a School Programs APT phone interview, conducted by the Recruitment & Training Manager. During this interview:
 - The APT's subject expertise and availability will be confirmed.
 - The expectations and potential impact of the School Programs role will be clearly outlined.
 - The APT must verbally agree to these expectations in order to proceed.
- Upon successful completion of the interview and confirmation of agreement, the candidate will be formally offered the School Program APT role and proceed to onboarding.

Onboarding Process

Selected APTs will receive a comprehensive onboarding email that includes the following documentation:

- The School Program APT Job Description,
- The A Team Tuition School Programs Guide,
- The School Program APT Expectations & Role Offer Document.

The APT must **review and sign** the Expectations & Role Offer Document to confirm their acceptance and formal entry into the school programs. No APT may participate in a school program without submitting this signed agreement.

Performance Management

Performance of APTs engaged in School Programs is assessed through multiple mechanisms to ensure excellence in delivery and alignment with the company's educational philosophy. APT performance in school programs is assessed using the following criteria:

- The School Program APT Job Description
- The School Program APT Expectations & Role Offer Document
- Feedback from the Program Convenor
- Observations and reports submitted to the Strategic Partnerships Manager

Should an APT fail to meet expectations, the following actions may be taken:

- Placement on a probationary performance plan
- Reassignment to private tutoring only
- Removal from the school program roster

Leadership Pathway –School Programs Program Convenor (PC)

The role of Program Convenor is a recognised promotion and one of the most rewarding leadership pathways within A Team Tuition. It is awarded based on:

- Consistently exceptional tutoring performance
- Demonstrated leadership potential
- Adherence to the INSPIRE values
- Feedback from:

- The Program Delivery Coordinator
- The School Partnerships Manager
- The outgoing Program Convenor (if applicable)

As a Program Convenor, you will:

- Lead and mentor your fellow APTs
- Act as the key liaison with school leadership
- Ensure program fidelity and transformational delivery
- Set the tone for excellence on-site

Selection Process - Program Convenor

To be considered for a School Program APT (Academic Personal Trainer) position, an individual must:

- Be a current A Team Tuition APT who has:
 - Successfully completed the full interview process
 - Completed all online training modules
 - Attended practical training and onboarding
- Undertake a School Programs PC APT Phone Interview, where the Recruitment & Training Manager:
 - Confirms their availability and subject areas
 - Explains the expectations, conduct standards, and impact of the PC role
 - Secures the APT's verbal agreement to these expectations
- Preference is given to tutors who demonstrate:
 - Confidence managing multiple students
 - Strong communication with teachers and school staff
 - Adaptability in navigating school environments
 - Familiarity with aligning to curriculum delivery standards
 - A reference check or internal shadowing session may be conducted

Onboarding for Program Convenors

Newly appointed Program Convenors are required to attend a virtual onboarding workshop facilitated by the Strategic Partnerships Manager.

This session outlines the expectations, leadership practices, and coordination strategies necessary to deliver high-performing school programs.

Program Convenor Performance Management

Performance of PCs is managed through the same framework as APTs, with a focus on leadership excellence and program coordination. PCs are expected to uphold the highest standards in communication, team support, and delivery quality.

PC performance is assessed using the following criteria:

- The Program Convenor Job Description
- The School Program APT Expectations & Role Offer Document
- Feedback from the Strategic Partnerships Manager, Program Delivery Coordinator, and School Staff
- The quality and timeliness of team coordination, reporting, and escalation

Should a PC fail to meet expectations, the following actions may be taken:

- Placement on a leadership development plan or performance review
- Removal from the Program Convenor role and reassignment to APT duties only
- Removal from the school program roster (in severe or repeated cases)

Policy Review

This policy is reviewed annually or as required by changes to school program structures and strategic partnerships.

Version Control

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