



Pearson Tutoring Programme Teacher Handbook

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Getting Started with Bramble

Setting up teacher and student accounts on Bramble couldn't be easier. Follow this simple step-by-step guide to start your tutoring journey. Alternatively, refer to the [video walkthrough on YouTube](#).

PLEASE NOTE: You will be able to complete Steps 1 and 2 straightaway, but Steps 3–5 can only be completed after you have received your booking codes from Pearson. Please ensure that the class teacher booking the tutoring receives the codes.

Step 1: Teacher registration

Step 2: Add your students

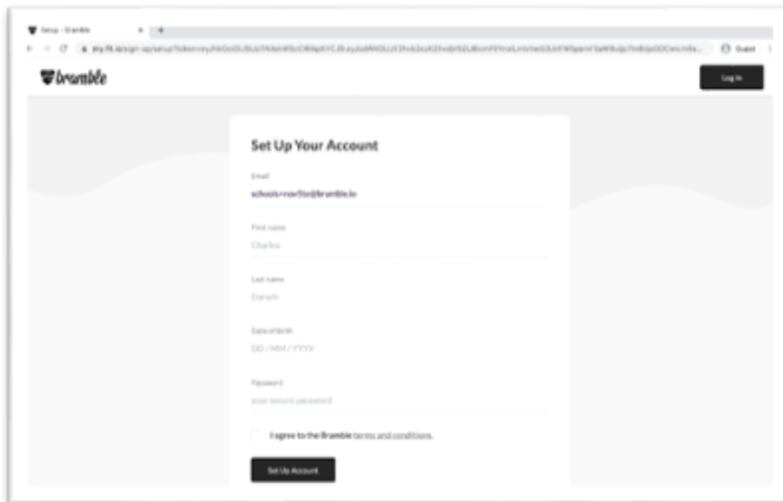
Step 3: Create a tutoring block

Step 4: Choose a tutor

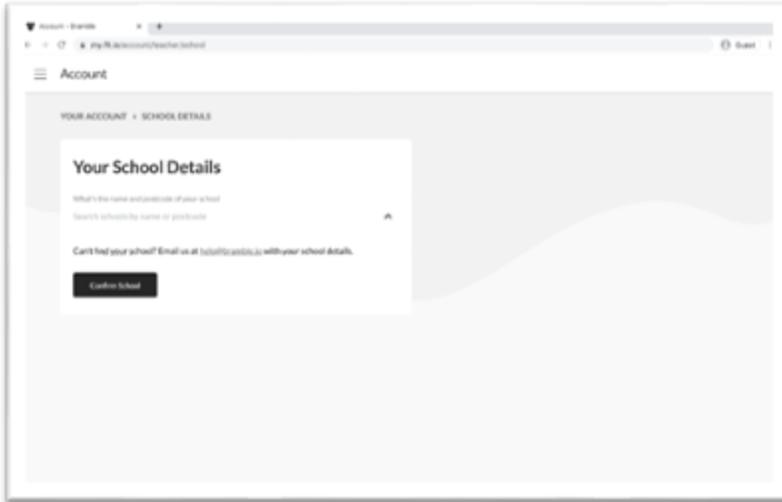
Step 5: View your schedule

Step 1: Teacher registration

- The email you have received containing your Pearson Tutoring Programme booking codes includes a link to register for Bramble as a teacher.
- Follow the link, click Get started, then enter your email address and click Sign up. A verification email will be sent to your inbox which you should click to activate your account.
- You will then be taken to a page where you can set up your own account by entering your own details and the details of your school (search by the name or postcode of your school).



The image shows a screenshot of the Bramble website's 'Set Up Your Account' registration page. The page has a white background with a light blue header containing the Bramble logo and a 'Log In' button. The main content area is a white box with the title 'Set Up Your Account'. Below the title, there are several input fields: 'Email' (with the example 'schools@example@bramble.co'), 'First name' (with the example 'Charlie'), 'Last name' (with the example 'Darwin'), 'Date of birth' (with the example 'DD / MM / YYYY'), and 'Password' (with the placeholder 'your secure password'). Below these fields is a checkbox labeled 'I agree to the Bramble terms and conditions.' and a 'Set Up Account' button at the bottom.



Step 2: Invite your students to register

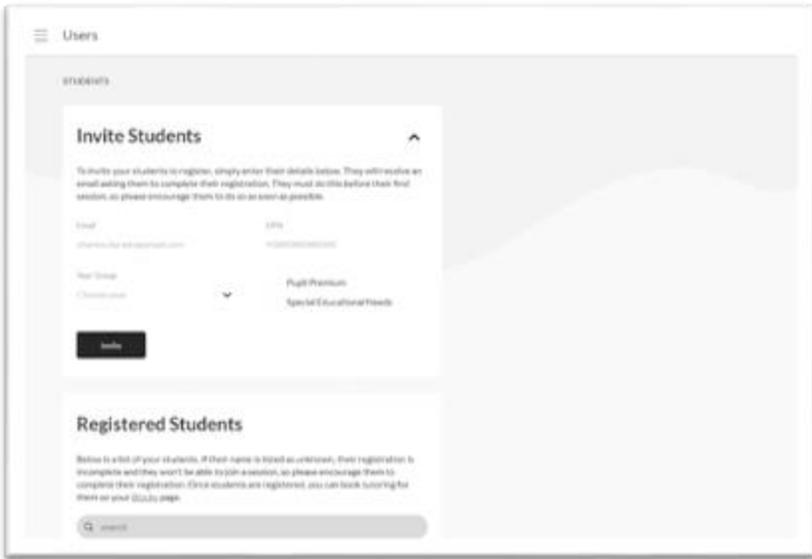
Once you have registered as a teacher, you can then invite your students to register.

NB: Students will need a school email address before they can access Bramble. If it is not possible for you to set these up, you could ask a parent or carer to provide an email address for their child.

- Navigate to the Bramble menu by hovering over the three lines at the top left of your screen and select **Users**.



- To invite your students to register, enter their email address and other key information and then click **Invite**. Each student will receive an account activation email. This then enables the student to access Bramble.



Note – you do not need to wait for your students to activate their accounts before adding them to their tutoring block.

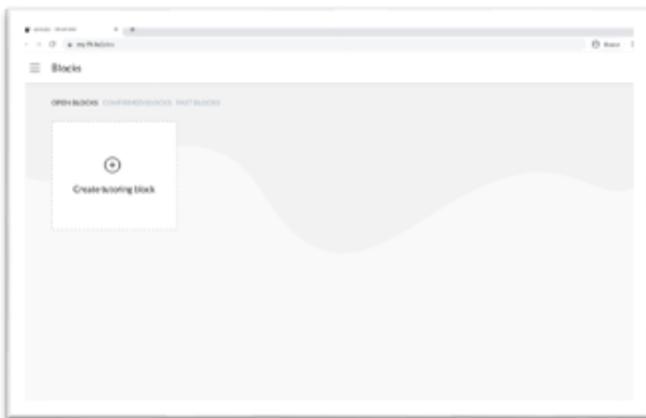
- As a teacher, you will be able to see all your registered students listed on the **Users** page.

PLEASE NOTE: In order to complete Steps 3–5 you will need to have your booking codes to hand.

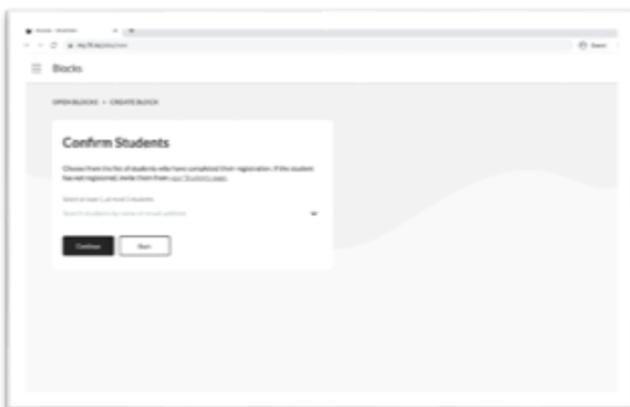
Step 3: Create a new tutoring block

Once you have invited your students, you can then set up your tutoring block in Bramble.

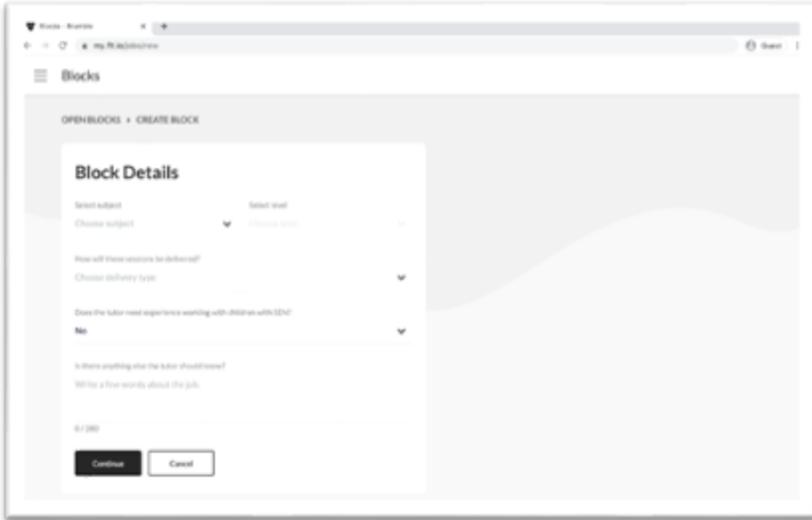
- Navigate to the Bramble menu by hovering over the three lines at the top left of your screen and select **Blocks**.
- This page will show you, as the teacher, your open blocks of tutoring, confirmed blocks of tutoring and past blocks of tutoring.
- To create a new block of tutoring, ensure you are in the **Open Blocks** section. Click **Create tutoring block**.



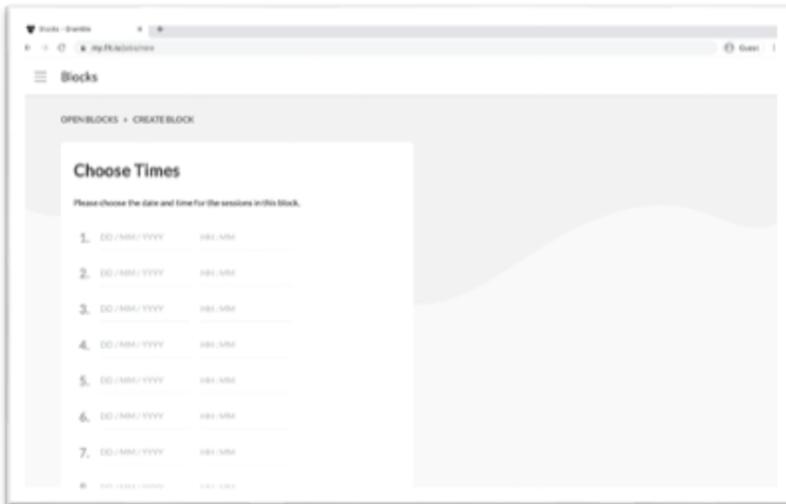
- Add students to the block either by scrolling down your list of registered students or by searching for each student by name.



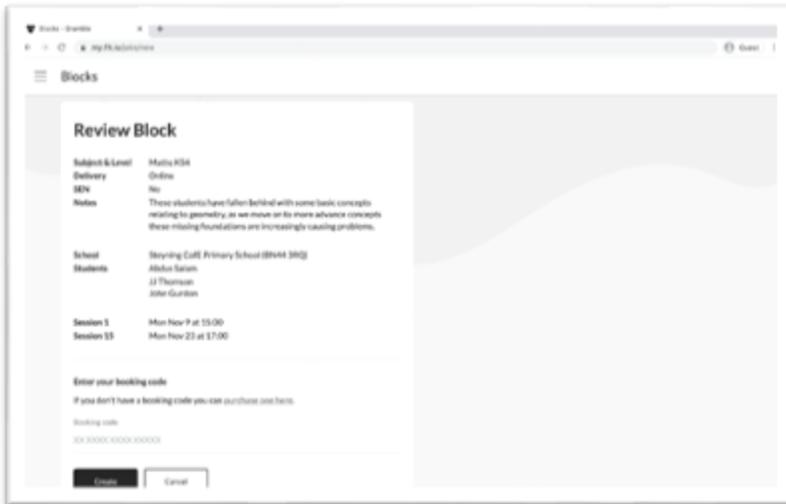
- Add the details of the tutoring block, including the subject, level and method of delivery. There is also space to provide any additional details you may wish to pass on.



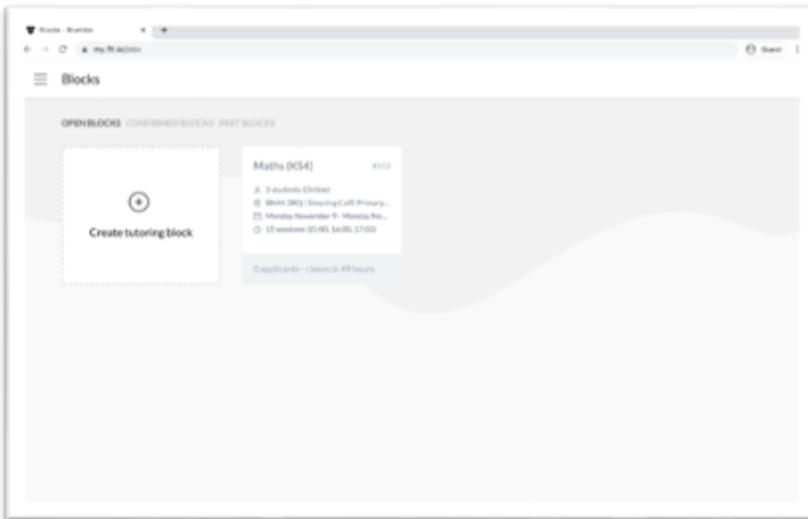
- Choose the dates and times you wish each of the fifteen tutoring sessions to take place and click **Continue**.



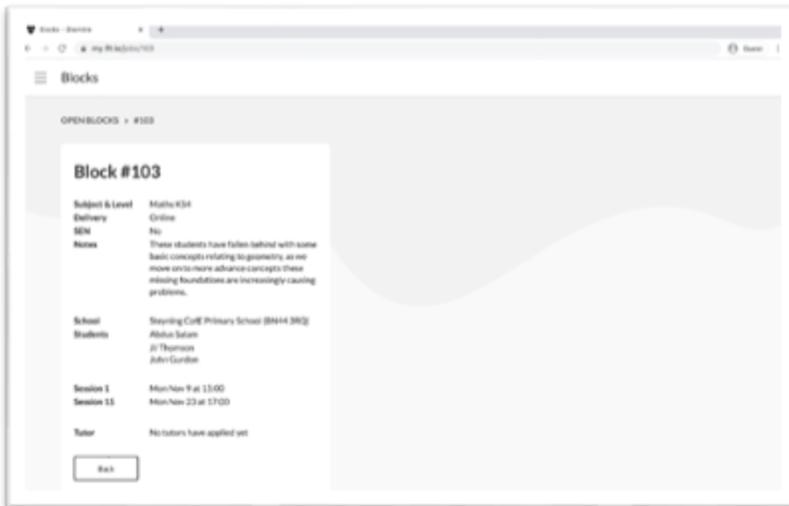
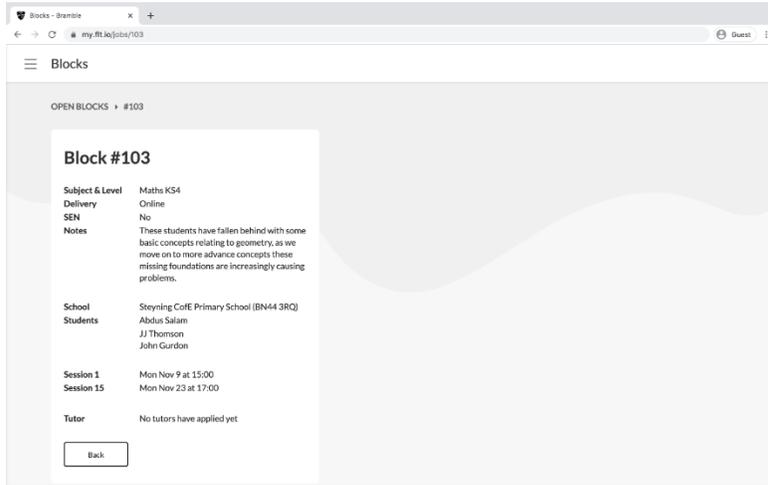
- You then have an opportunity to review the details of the tutoring block and you will be asked to enter the **booking code** you received in your email with the link to Bramble.



- Click **Create**.
- Your tutoring block will then appear in the **Open Blocks** section of your **Blocks** tab.



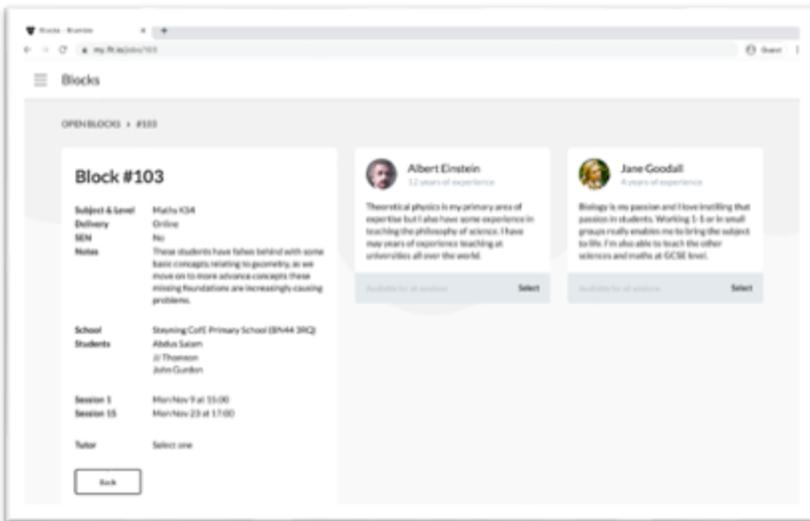
- If you click into the block, you will be able to see the status of *No tutors have applied yet.*



Step 4: Choose a tutor

Once you have created your tutoring block, the details will become visible to all appropriate tutors for a period of seven days. For example, if you have created a tutoring block for KS4 Maths tutoring, then all Pearson-approved KS4 Maths tutors will be able to view and apply for this block.

- To view applicants, navigate to the Bramble menu by hovering over the three lines at the top left of your screen, select **Blocks** and you will be able to see the number of applicants in each of your open blocks.
- Click on your block of tutoring to see the details of the applicants – their years of experience, a brief blurb about them and the sessions they are unavailable for.



- Click **Select** to choose one of the applicants to deliver the block of tutoring.
- Once you have selected a tutor, you will be told which days and times they are unavailable.
- You will then be asked for a final confirmation. This is the point at which your booking code is marked as spent, the tutoring schedule is generated, and the confirmation emails are sent to you, your students and the tutor.
- The tutor will then receive an email from Bramble confirming that they have been chosen for the block of tutoring.



- You will then see in red the dates and times that the tutor is unavailable. Using the tutor's email address at the bottom of the page, you can contact the tutor to re-schedule these slots.



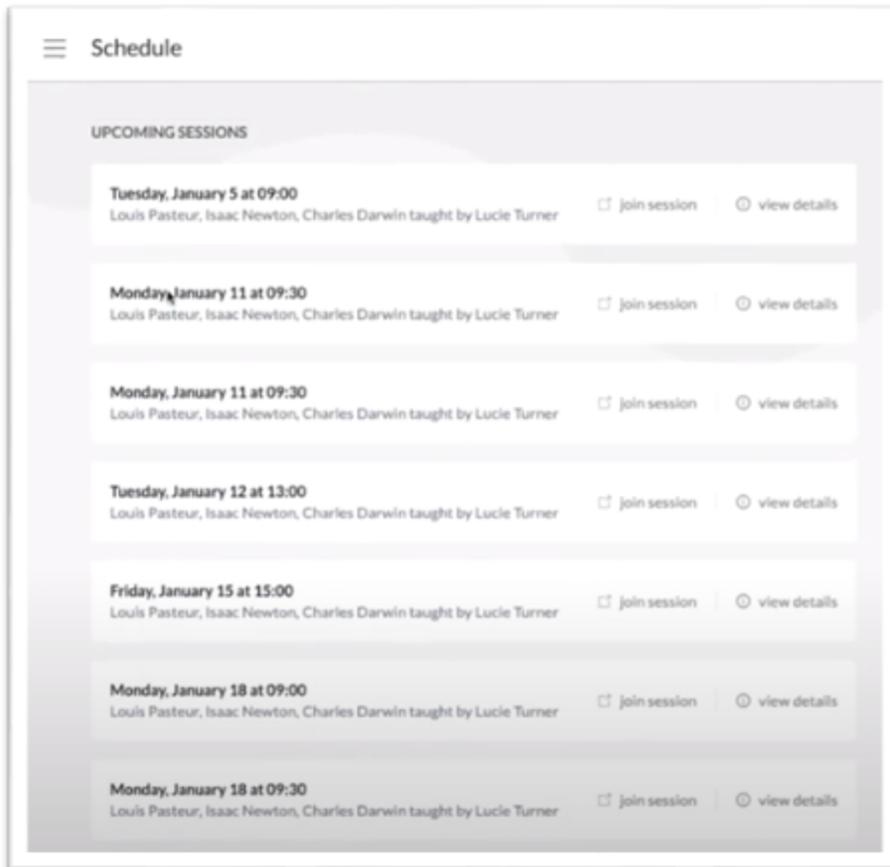
- Once new times have been agreed, click on the red dates to change them. You, your tutor and your students will receive an email notifying them of the amended time.
- If you ever need to re-schedule times throughout the tutoring block, simply repeat the rescheduling process as outlined here. Remember to agree any changes to the schedule with your tutor beforehand.



- Your tutoring block then moves from Open Blocks to **Confirmed Blocks**.

Step 5: View your schedule

- Navigate to the Bramble menu by hovering over the three lines at the top left of your screen and select **Schedule**.
- You can then see that all your sessions have been booked in.
- You can review the details, and if you ever want to join a session you can do so by clicking the **join session** button to the right of each session.



Tutoring Sessions

Now that you have booked your tutoring block, let's look at:

- what you can expect from the sessions;
- the responsibilities of the tutor;
- your responsibilities as the recipient of the tutoring.

Each tutoring block consists of fifteen one-hour sessions, as shown in the diagram below.



All blocks of tutoring will include the same key elements:

- an optional diagnostic test;
- a programme setup session and introduction;
- a pre-test of students for baseline analysis;
- 10 tutoring sessions;
- regular feedback reports;
- a revision session;
- a post-test of students for assessing impact;
- a final feedback session.

Note – there is **no** homework involved in the Pearson Tutoring Programme.

Prior to the tutoring commencing, you have the option to use a Pearson diagnostic test to identify students who would benefit most from tutoring. This is not part of the main tutoring programme of fifteen one-hour sessions.

Programme Setup Session and Introduction

Who attends? Tutor and Teacher (first half); Tutor, Teacher and Students (second half).

Focus: Discuss course content, student needs, testing, reporting and set expectations.

After the session: Tutor will submit programme setup feedback and send pre-tests to the teacher.

This is the first of the tutoring sessions and is an opportunity for you, as the teacher, to meet with the tutor. The hour-long session should roughly be divided in half. You, as the teacher, will attend this session with the tutor and you should ask the students to join you for the last 30 minutes.

Work together with the tutor to identify the two groups of lessons for use in Tutorials 1-10 (with pre- and post-tests). You should lead on selecting the lessons which you think would best support your students. For reference lesson overviews can be found here:

- [English \(Year 6 and GCSE\)](#)
- [Maths \(Year 6 and GCSE\)](#)
- [Science \(GCSE Combined\)](#)
- [Science \(GCSE Single\)](#)

Following the conversation between tutor and teacher, the students should be invited to join the setup meeting. This should happen approximately half-way through the hour. You can expect the tutor to engage the students in confidence-giving 'getting-to-know-you' discussion, along with outlining the tutoring opportunity and setting expectations and boundaries.

Pre-test and Tutorial 1

Pre-test and Tutorial 1 should be conducted in quick succession. They may be a single longer session, or two sessions within the same week.

Pre-test

Who attends? Tutor and Students.

Focus: Manage test anxiety; students take the pre-test.

After the session: Teacher scans pre-tests and submits to tutor; tutor marks pre-tests and alters tutorial planning as appropriate.

The tutor will send the relevant test files through to you after the Programme Setup. Please print the tests and pass them to your students to complete. You will receive two files for the pre-test – one test file for the first group of lessons chosen, and one test file for the second group chosen.

Students will take 40 minutes (out of the one-hour session) to complete the tests. Once students have completed their tests you, as the teacher, will need to collect the tests back from students and scan or take photos of the pages and e-mail these to the tutor for marking.

The tutor will then use the insights they have gathered from the Programme Setup and Pre-test to inform their planning.

Tutorial 1

Who attends? Tutor and Students.

Focus: Continue building relationships and delivery of first lesson from group 1 of lessons chosen.

After the session: Tutor will submit first set of standard feedback along with pre-test scores.

Tutorials 2-10

Who attends? Tutor and Students.

Focus: Delivery of lessons 2-10.

After the session: Tutor will submit standard feedback after each session.

Revise

Who attends? Tutor and Students.

Focus: Revise content as needed, support exam skills, prepare for post-test.

After the session: Tutor will submit standard feedback and will send the post-test to the teacher for printing and handing out to students.

Post-test

Who attends? Tutor and Students.

Focus: Reduce test anxiety and students take post-test.

After the session: Teacher scans post-tests and submits to tutor; tutor marks pre-tests and prepares final feedback.

The tutor will send the relevant test files through to you after the Programme Setup. Please print the tests and pass them to your students to complete. You will receive two files for the post-test – one test file for the first group of lessons chosen, and one test file for the second group chosen.

Students will take 40 minutes (out of the one-hour session) to complete the tests. Once students have completed their tests you, as the teacher, will need to collect the tests back from students and scan or take photos of the pages and e-mail these to the tutor for marking. The tutor will then use the information they gather from the post-tests to prepare feedback for the final feedback session.

Final Feedback

Who attends? Tutor, Students and Teacher

Focus: A final discussion on student experience and progress including test analysis.

After the session: Tutor submits overall feedback and post-test scores to the teacher.

During the final feedback session students will be encouraged not to just look at their test scores but also focus on how they think their level of confidence might have changed, or their awareness of what helps them learn best. The tutor may make a recommendation for next steps for the students in terms of any additional support they may need or what grade they might want to aim for and how they might achieve this.

Feedback

Your tutor will provide ongoing feedback reports to you as the teacher and also to Pearson on the progress of the students. These will be shared with you via an online form and are easy for you to access.

You will receive feedback forms at the following points:

- after the programme setup and intro session
- after each of tutorials 1-10
- after the final feedback session.

