



**EDUCATIONAL OVERSIGHT INSPECTION OF PRIVATE FURTHER  
EDUCATION COLLEGES AND ENGLISH LANGUAGE SCHOOLS**

**GREENE'S TUTORIAL COLLEGE**

**(Company Registration No. 5553889)**

Full Name	<b>Greene's Tutorial College</b>
Address	Greene's Tutorial College 45 Pembroke Street Oxford OX1 1BP England
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Website	www.greenes.org.uk
Principal	Ms Carmen Dare
Proprietor	Mr Christopher Upton & Mr Matthew Uffindell
Age Range	16+
Total number of students	14
Numbers by age and type of study	16 – 18: 7 18+: 7 FE only: 14
Inspection dates	<b>07 Sep 2021 to 09 Sep 2021</b>

## PREFACE

This inspection report follows the Framework for Educational Oversight of private further education colleges and English language schools. The inspection consists of a three-day team inspection of the institution's educational provision.

The ISI is an approved Educational Oversight body authorised by the Home Office to inspect privately funded further education colleges and English language schools in England and Wales offering courses on the Qualifications and Credit Framework. It is designed to improve the quality of education on offer to international students who attend UK colleges through student visas.

ISI inspections are required to:

- Report on the extent to which colleges comply with the published Educational Oversight Standards;
- Assess and report on the quality of educational outcomes and provision;
- Where applicable, make recommendations outside the scope of the Standards to support continued improvement of quality.

Inspection provides objective and reliable reports on the quality of colleges and, by placing reports in the public domain, makes this information available to students, Government and the wider community. Inspection takes account of the context of each individual college, and of how it evaluates its own performance and demonstrates its success.

The inspection of the college is from an educational perspective and provides limited inspection of other aspects, though inspectors will comment on any significant hazards or problems they encounter which have an adverse impact on students. The inspection does not include:

- (i) an exhaustive health and safety audit;
- (ii) an in-depth examination of the structural condition of the college, its services or other physical features;
- (iii) an investigation of the financial viability of the college or its accounting procedures;
- (iv) an in-depth investigation of the college's compliance with employment law.

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## 1. CHARACTERISTICS AND CONTEXT

- 1.1 Green's Tutorial College is a private limited company limited by guarantee. It is situated in the centre of Oxford in three separate but closely located buildings. Founded in 1967, the college is owned and governed by its two proprietors and managed by the principal.
- 1.2 The college aims to provide flexible programmes of study designed to meet the individual needs of students focusing on preparation for university. The vast majority of teaching is on a one-to-one basis with some small groups and, increasingly, online tuition.
- 1.3 The vast majority of students are aged 16–19 and enrolled on full-time A-level courses, whilst others follow short courses and revision courses. The college also offers preparation for the International English Language Testing System (IELTS) examination. Admission to the A-level course is by interview, taking into account previous examination results, reports and references. Students whose first language is not English are assessed and additional language support is provided where necessary.
- 1.4 Currently 14 students are enrolled; half are under 18. Eight of the students are from the United Kingdom (UK), two are from South Africa, one from Russia, one from Poland, one from China and one from Gambia.
- 1.5 Full-time course enrolments begin in September, although students are accepted throughout the year. Short courses and supplementary programmes are offered through the year including during school holidays, only the full time courses were running at the time of the inspection. Students who require additional support are identified during admission and further provision is put in place. There are currently two students who require additional support for English language. The college has identified six students who have learning difficulties or disabilities.
- 1.6 The college was last inspected in November 2019, when it met all Key Standards and the quality of education was judged to exceed expectations.

## 2. SUMMARY OF FINDINGS

- 2.1 **The college exceeds expectations for the quality of education.** At the time of the inspection, all Standards for Educational Oversight were met and quality is excellent.
- 2.2 The quality of the curriculum, teaching and learners' achievements is excellent. The curriculum is very well designed to meet the needs of students aspiring to progress to university. The courses on offer to students on Student visas meet the definition of an approved qualification as set out in the Home Office guidance. Thorough assessment prior to and on arrival ensures that students study the most appropriate combination of A-level subjects. Teaching is excellent and a highly effective tutorial system ensures that students' progress is monitored very well. Many of the teachers make very good use of online teaching techniques and resources to support their learners, but this good practice is not consistent across all subjects. Teachers have excellent subject knowledge and are skilful in developing students' confidence, analytical and independent learning skills. External examination results are excellent.
- 2.3 Students' welfare, including health and safety, is excellent. Highly effective arrangements are in place to ensure the safety of students and staff and to reduce risk from fire. The college premises are fit for purpose and well maintained. The college maintains accurate admission and attendance registers. Appropriate procedures are in place for reporting to the Home Office for students studying on Student visas. Students benefit from excellent pastoral support and receive very good guidance on progression to university. Arrangements for safeguarding of students under 18 are excellent. Students confirm that they feel safe and are very well supported with regard to both welfare and academic matters.
- 2.4 The effectiveness of governance, leadership and management is excellent. The proprietors provide very good oversight of the college and discharge their responsibilities with regard to safeguarding, welfare and health and safety thoroughly. Leaders and managers are focused on providing an outstanding learning experience for their students. Staff report that they were not always kept informed of key strategic developments in the past but this has now been rectified. Leaders and managers are effective in self-evaluation and involve staff fully in the process. Quality assurance is excellent. Managers review policies regularly but do not always include a review date in the policies. Students' progress and achievement is carefully monitored. Leadership and management are highly successful in securing and supporting very well qualified staff.

### **3. THE QUALITY OF THE CURRICULUM, TEACHING AND LEARNERS' ACHIEVEMENTS**

#### **3.(a) Assessment of students prior to or on arrival**

- 3.1 Assessment of students prior to and on arrival is excellent. Staff at the college undertake a thorough analysis of a student's suitability based on previous grades, school reports and interviews. Through the interview process staff provide useful advice and guidance in relation to the most appropriate combination of A-level subjects to be studied.
- 3.2 Tutors use the assessment information to inform the planning of an individual programme of study to ensure that the needs of students are met well.

#### **3.(b) Suitability of course provision and curriculum**

- 3.3 The college's course provision and curriculum are excellent. The course provision is strongly focused around courses that prepare students for university in accordance with the college's aims. The courses are closely aligned to meet the needs of individual students, most of whom are taught on a one-to-one basis. Tutors prepare excellent detailed schemes of work and a personal study plan for each student. These elements are among the significant factors that assist most students in successfully completing their course.
- 3.4 Courses are very clearly and accurately described on the college's website and in discussion at interview. Students are fully aware of the tutorial nature of the courses and the approach used by tutors to monitor students' progress. The courses on offer to students on Student visas meet the definition of an approved qualification as set out in the Home Office guidance.

#### **3.(c) The quality of teaching and its impact on learning**

- 3.5 The quality of teaching and its impact on learning are excellent. Teachers have outstanding subject knowledge and are very well qualified, in the subjects that they teach. Teachers skilfully use their considerable subject knowledge to plan tutorials that follow detailed schemes of work tailored to meet the individual needs of their students within the subjects studied.
- 3.6 The individual tutorial approach to teaching and learning actively engages students in their learning allowing them to progress at a pace most suitable to their requirements. Students receive frequent feedback on their progress in tutorials. A record of the students' progress is produced for every tutorial and made available for parents and carers to review. Regular assessments that include four practice papers a year ensure that students are very clear about their progress towards their target grades.
- 3.7 Highly effective teaching methods encourage and challenge students to develop analytical skills and an ability to reason, resulting in learners who are confident and

study independently. Many of the tutorials are undertaken online. In the best lessons teachers make highly effective use of a range of resources and online tutorial techniques to enhance students' learning and enable them to make excellent progress. However, this excellent use of online teaching techniques is not consistent across the courses.

- 3.8 Teachers make effective use of purposeful and elegantly used question and answer techniques to check and extend students' understanding and to engage students in discussion of topics within the tutorials. This helps in supporting students to progress.
- 3.9 All teaching is conducted within an environment of respect and tolerance between students and between staff and students. The teaching does not undermine fundamental British values of democracy, rule of law, and individual liberty and does not discriminate against students in any way.
- 3.10 Senior managers monitor courses to ensure consistency. Lesson observations and analysis of teachers' performance demonstrate that teachers are working to a high standard in preparing students for studying at university. Students are enthusiastic about their learning and the progress that they are making.

### **3.(d) Attainment and progress**

- 3.11 Attainment and progress are excellent. The tailored individual learning plan and high-quality teaching enables each student to make very good progress from their starting point. A-level qualification outcomes have been very high for the last five years and consistently well above national averages.

## **4. STUDENTS' WELFARE, INCLUDING HEALTH AND SAFETY**

### **4.(a) Health, safety and security of the premises**

- 4.1 Arrangements for the health, safety and security of the premises are excellent. Staff place a significant emphasis on keeping students safe. Appropriate risk assessments are undertaken and staff are trained well and supported by rigorous policies and procedures.
- 4.2 Managers ensure that all the necessary measures are undertaken to reduce risk from fire and other hazards. Fire notices and exits are clearly displayed and students are aware of the meeting points in cases of emergency. Regular fire drills take place, supported by the trained fire marshals, and the time taken for all to exit the buildings is recorded. Fire prevention equipment is checked weekly.
- 4.3 The first aid policy is effective and supported by trained first aiders. All incidents are recorded and include the action taken.
- 4.4 Students feel safe and regard the safety of the learning environment as good. Students know who to contact if they have any concerns and are confident that their concerns will be taken seriously by managers.
- 4.5 The college premises are of a high quality and provide students with a safe academic environment within which to learn. All areas are clean and well maintained. Ground floor teaching rooms are accessible to students with restricted mobility if required. Classrooms are equipped with appropriate fittings and furniture for the students. The lighting, heating, ventilation and sound insulation are good and create a comfortable environment for learning. An appropriate number of washrooms are available which are well maintained. Students have access to free drinking water from the pantries available. Security is excellent with controlled access to each building.

### **4.(b) Student registration and attendance records**

- 4.6 Student registration and attendance records are excellent. The college maintains an accurate admission and attendance register. Managers have very high expectations regarding both student attendance and punctuality and staff make very good use of electronic systems to monitor attendance and promptly follow up any absences or lateness. As a result, attendance rates are high. Effective arrangements are in place for reporting to the Home Office those students studying under the Student visa route who fail to enrol or whose attendance does not meet requirements. Fair and clear procedures are in place for the collection and refund of fees.

**4.(c) Pastoral support for students**

- 4.7 The college's arrangements for the pastoral care of students are excellent. Students receive a thorough induction, which ensures that they are fully aware of all aspects of college life and of the expectations that the college has of its students.
- 4.8 Students benefit from a highly effective personal tutorial system where academic and personal concerns are raised and effective support and guidance provided. Communication systems within the college are highly developed which ensures that key staff are promptly informed of any issues that they need to respond to. Academic progress is closely monitored and this information is accessible to staff, students and parents or carers to ensure that all are kept fully informed.
- 4.9 Relationships between staff and students and among the students themselves are good. An enrichment programme along with a social programme informed by suggestions from the student social committee enhances the students' college experience. Students report being well supported both academically and with regard to their welfare and the inspectors support this view.
- 4.10 Students' career aspirations inform the guidance offered regarding the choice of A-levels. These career aspirations and university choices are followed up throughout the tutorial programme to ensure that they receive good advice and guidance regarding their next steps. Students are highly successful in progressing to Russell Group universities.

**4.(d) Safeguarding for under 18s**

- 4.11 Safeguarding arrangements for students under the age of 18 are excellent. Safeguarding has a very high profile within the management and proprietors. Students confirm that they feel safe and secure within the college and are clear about how to report any concerns they may have.
- 4.12 An effective safeguarding policy, which is detailed and comprehensive, with appropriate procedures, is implemented within the college. The policy, informed by official guidance, is reviewed regularly and procedures are kept up to date. The policy, which is linked to the staff recruitment policies and e-safety policy has been updated to reflect revised working practices including safeguarding in online teaching.
- 4.13 The college maintains strong working relationships with the local Safeguarding Children Board. Managers have ensured that staff are well trained in all aspects of safeguarding. The designated safeguarding lead, deputies and proprietors have been trained to the required level.
- 4.14 Thorough arrangements are in place for checks to be carried out on all staff prior to confirmation of appointments. Appropriate details are included on a single central record. Staff involved with hiring new staff have received safer recruitment training.

## **5. THE EFFECTIVENESS OF GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **5.(a) Ownership and oversight**

- 5.1 Ownership and oversight are excellent. The proprietors are fully involved in their governance role and provide excellent oversight of the college. They play a key role in shaping the strategic direction of the college along with supporting management. The college's five-year development plan that they helped produce provides a clear educational direction for the college.
- 5.2 The proprietors have a very good understanding of the day-to-day running of the college and one of the proprietors chairs the weekly staff meeting. They monitor educational standards, safeguarding arrangements and financial planning. The proprietors manage the finances effectively.
- 5.3 The proprietors are effective in ensuring that the college complies fully with safeguarding, health and safety and welfare. This includes fulfilling their statutory requirements for students under the age of 18. The proprietors ensure that the college has all legal permissions in place. The proprietors are highly successful in attracting very well qualified staff, many of whom have higher degrees.

### **5.(b) Management structures and responsibilities**

- 5.4 Management structures and responsibilities are excellent. Leaders and managers have a very clear focus on providing the best possible learning experience for their students based on the tutorial approach. The very recent appointment of a new principal and reorganisation of senior roles within the college has clarified the responsibilities of key staff.
- 5.5 Leaders and managers are effective in self-evaluation and now ensure that staff are fully involved with reflecting on how the college can continuously improve. Managers have developed very effective electronic systems to monitor all aspects of the college's performance. These electronic systems provide managers with timely information upon which to measure progress against targets set and to make informed decisions and interventions.
- 5.6 Teachers confirm that the relationships between managers and staff are good and that they are well supported by managers in their professional and academic development, inspectors agree with this. Managers communicate on day-to-day issues with staff very well. Staff commented that that they were not always kept informed of key strategic developments in the past but this has now been rectified and staff report that they are kept well informed now.
- 5.7 Leaders and managers are very successful in securing, supporting, developing and motivating very well qualified teachers with excellent subject knowledge. Staff have a good understanding of the aims and ethos of the college and its tutorial approach to teaching and learning.

- 5.8 Senior staff review policies regularly to ensure that they are fit for purpose. However, they do not always ensure that the published policies include a review date.

### **5.(c) Quality assurance including student feedback**

- 5.9 Quality assurance is excellent. Managers are very successful in identifying areas for improvement through effective performance management.
- 5.10 Student performance is tracked very effectively through the statistical analysis of reports produced for each subject, which are scrutinised by managers to accurately review students' progress over time. In addition, the results of four trial examinations undertaken each year are analysed. Managers also compare qualification results year on year to identify trends in performance.
- 5.11 The tutors' performance is monitored effectively and reviewed through feedback from students, as well as in the annual observation cycle, in follow-up meetings and during the appraisal process. Students speak very highly about the college and the support they receive and all those who were interviewed by inspectors would recommend the college.
- 5.12 The college has an appropriate complaints policy published on its website. The procedure provides for written records to be kept and allows for external arbitration should internal resolution not be achieved. There is no provision for a fee protection scheme.

### **5.(d) Staff recruitment, qualifications and suitability checks**

- 5.13 Staff recruitment is excellent. The college is very successful in attracting and supporting very well qualified staff. The college has secure arrangements in place to check the suitability of all staff. Appropriate checks are undertaken to confirm identify, their qualifications and experience prior to confirmation of appointment and the right to live in the UK. Details of all checks are recorded accurately and retained securely in accordance with Data protection legislation.

### **5.(e) Provision of information**

- 5.14 Provision of information is excellent. The college's website provides useful information regarding the courses available and the individual nature of the tuition. The website also includes appropriate policies. All standards for the provision of information are met. Staff at the college provided all of the information requested by the inspectors in a timely manner.

## **6. ACTIONS AND RECOMMENDATIONS**

### **Recommendations for further improvement**

In order to further improve the excellent quality provided, the college should:

- Maintain managers' recent improvement in communicating to staff key strategic decisions so that staff are consistently informed of significant developments.
- Arrange for teachers with particular expertise in using online teaching techniques to share their practice with all teachers.
- Ensure that all college policies contain review dates.

## INSPECTION EVIDENCE

The inspectors observed lessons, conducted formal interviews with students and examined samples of students' work. They held discussions with senior members of staff and with the proprietors. The responses of staff and students to confidential pre-inspection questionnaires were analysed, and the inspectors examined regulatory documentation made available by the college.

### Inspectors

Mr Roger Pilgrim	Lead Inspector
Mr Mike Coulson	Team Inspector