

## **On being a Form Tutor**

‘A form tutor is a teacher whose subject is the pupil herself’

### **Purpose**

To co-ordinate the learning experiences, as outlined in the SDP, of every student in their tutorial group, in order to promote student achievement, academic attainment and pupil well-being.

### **The Role/Centrality of the Form Tutor**

Pastoral care enables pupils to make use of all aspects of their schooling to benefit all aspects of themselves – and the form tutor is the heart of such activity and the integrative centre for the school’s efforts in personal development, from attendance to welfare, study skills to behaviour. As such, the role of the tutor is crucial to the success of the pastoral system and requires a high level of communication and organisational skills. Duty of care is a responsibility, which cannot be separated from the role.

- To work, as a member of a pastoral team, under the direction of the Year Head.
- Support policies and procedures that relate to the management of their tutor group.
- Carry out the Duty of Care, including being alert to Child Protection issues..
- Manage the attendance and punctuality of all tutees.
- In collaboration with the Year Head, members of the pastoral team and other colleagues, to support the co-ordination and encouragement of student attainment.
- To build and maintain positive parental links.

### **General Responsibilities**

- Support the school’s policies and procedures in order to achieve the desired outcomes.
- To support the Headteacher and the SLT in securing an atmosphere and ethos within the school which is both learning-orientated and supportive to students, staff and parents.
- To fulfil the professional responsibilities outlined in the generic job descriptions for subject teachers.

### **Specific Responsibilities**

To support student achievement by:

- \* Academic tutoring
- \* Communications with staff, parents, and outside agencies
- \* Teaching the relevant PSE course
- \* Supporting the management of transition – induction and KS3/KS4
- \* Identifying, setting and reviewing targets
- \* Co-ordinating reports and giving feedback to students and their parents.

### **To manage Attendance and Punctuality.**

- To comply with the legal requirements relating to registration.
- To collect, assure the validity of, and distribute absence notes and any other contributions, written or otherwise, relating to attendance and punctuality.
- Celebrate attendance by rewarding students with stickers, certificates, letters/emails home and the use of assemblies.
- \* Be active in giving guidance and strategies for attendance and punctuality.
- \* Regular communications with the relevant Year Head, urging contact with the EWO, parents and staff, in order to promote good attendance and punctuality.
- Manage and maintain good attendance by regular and active use of attendance data.
- Be actively involved in supporting the detention system, especially late detentions.

### **To support school policies by monitoring:**

- Homework diaries
- Pupils on report
- Feedback from colleagues
- Checking uniform
- Encouraging respect for others.
- Encouraging good manners and politeness.
- Equipment for lessons.
- Giving important information (internal and external).

### **To promote the right type of school ethos by:**

- Supporting the school's Positive Behaviour Management Policy.
- Working in line with school policies
- Working fairly with all members of the tutor group
- Duty of Care
- Requiring the highest standards in students' behaviour and approach to their work.
- Involvement in, and supporting the work of, the Student Council.
- Facilitating morning prayer, especially on days when there are form class assemblies.

The form tutor is nearest to and, ordinarily, should have the widest knowledge of, his/her tutees and should have the closest relationship with them. (Of course, there will be tutees who 'get on better' with other colleagues, but the tutor-tutee relationship should be the most reliable). It goes without saying that 'getting to know' one's tutees is a means and not an end. The purpose of that knowledge is, of course, to help the tutee herself to be a better student.

□