

## THE ROLE OF THE FORM TUTOR

A Form Tutor's role is central in both caring for pupils and, crucially, monitoring their progress both academically and socially; encouraging involvement, commitment, and high standards of work and behaviour. The Form Tutor should be active in looking after the interests of the "whole child" A Form Tutor should:

- Set the "tone" for the day, by creating a positive ethos, establishing/encouraging good pupil/teacher, Pupil/pupil relationships, and developing both a Tutor Group and a school spirit and identity.
- Encourage high standards of work, behaviour and dress in pupils, and liaise with the Year Managers over referred behavioural problems; look to reward achievements positively and implement, where necessary, appropriate sanctions.
- Promote, maintain and monitor the official records of attendance and punctuality. Ensuring notes are received concerning any absence and any absence of more than is checked
- Actively supervise pupils in Assemblies.
- Monitor and intervene in the effective use of the Pupil Planner. Tutors must look at and sign the Planner every week.
- Be aware of friendship patterns, family structures, leisure interests, contents of pupil records, social development, problems at home/school and relationships with other pupils and staff.
- Monitor and review their pupils' current progress across the curriculum using all the data provided.
- Follow through concerns and issues about learning and effort when necessary with subject areas and parents, in consultation with the Year Managers
- Be aware of social and personal factors relevant to the pupil within and outside of school.
- Keep parents fully involved regarding pupils' progress, including curriculum related or behavioural concerns.
- Observe members of their Tutor Group in school and curriculum areas, if and where possible.

- Know all members of the Tutor Group
- Ensure school policies, Health & Safety and Fire Drill rules are explained and upheld.

#### Other responsibilities and “duties”

- (i) To be a good role model.
- (ii) To provide a positive relationship with an authority figure and encourage mutual respect.
- (iii) To be consistent and fair, and act as a mediator for the pupils in the group.
- (iv) To listen.
- (v) To have very high expectations of the individual Tutor Group members.
- (vi) To focus pupils’ minds on achievement through learning.
- (vii) To discuss current affairs, address pupil issues (such as bullying).
- (viii) To encourage reading for pleasure and good study skills.