

Form Tutor – Generic Job Description.

The Tutor has the key role of monitoring student progress and supporting all members of the tutor group in making progress commensurate with their ability. The main responsibilities are to assist in raising the level of performance of all students by:

- Becoming aware of the strengths and needs of each student.
- Regularly monitor individual student progress across the curriculum.
- Undertake regular tutor reviews with each student, providing advice as necessary on strategies to develop key skills and achieve examination targets in all subjects.
- Establishing and promoting clear expectations and routines within the tutorial group, in line with House and College's policies;
- Monitoring and providing appropriate advice and guidance on individual student's progress in respect to attendance, homework, discipline and acceptable standards of conduct and appearance.
- Promoting high standards of behaviour and attitudes to work within the group, by personal example and consistent practice.
- Communicating effectively with staff and parents to achieve the targets set for the students.
- Promoting House and College activities to support a strong sense of identity and commitment to achievement
- Promptly completing administrative tasks relating to the group.

To participate in INSET in order to keep abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post.