

JOB PROFILE

Post title: Form tutor

Purpose of the Post: To work in collaboration with the inclusion team and designated Pastoral Leaders to develop, implement, maintain, review and evaluate arrangements for the pastoral care of students in a specific tutor group

Reporting to: The designated Pastoral Leader

Responsible for: The provision of pastoral care of students in a specific tutor group within the context of a house team

Area of Responsibility	Principle Accountabilities
<p>1. Operational and Strategic Planning</p>	<ul style="list-style-type: none"> • To be involved in the production of the inclusion pastoral improvement plan • To be involved in the production of specific House pastoral plans and programmes
<p>2. Teaching and Learning</p> <p>Leading the work of the tutor group to ensure consistent and effective practice:</p> <p>Co-ordinating tutor group assemblies:</p> <p>Providing accurate record keeping:</p> <p>Fostering effective home-school links</p> <p>Supporting the school policy for rewards and sanctions</p>	<ul style="list-style-type: none"> • Leading tutorial time activities as agreed by Pastoral Leaders, including support for the student council. • Attend meetings to ensure consistent information to all tutor groups. • Assist with PSHCE events in collaboration with relevant colleagues, including work-related learning/work experience. • Assist with and organise relevant assemblies as calendared, involving as many students as possible in the delivery of these assemblies • Keep appropriate records for each student in the tutor group. • Pass relevant documentation to Pastoral Leaders for up-to-date Student Records in the files. • Provide up-to-date pastoral information so that the SIMS Pupil information module is regularly updated for student amendments. • Attend relevant Parents' Consultation or Information Evenings. • Maintain regular contact with relevant parents and meet with parents of students giving cause for concern. • Organise and maintain a consistent and agreed rewards policy with relevant awards and events. • Utilise the agreed sanctions structure to support the work of subject teachers. • Liaise with Pastoral Leaders to develop and utilise the full range of rewards and sanctions.

Monitoring attendance and punctuality:	<ul style="list-style-type: none"> • Regularly monitor tutor group attendances. • Liaise with House Leaders, Attendance and External Support Services on welfare or attendance issues where appropriate.
Monitoring student progress and homework	<ul style="list-style-type: none"> • Monitor students' progress via subject teachers' reports and comments. • Utilise Progress Reports and other documentation to monitor individual student's work. • Monitor student planners to ensure homework is regularly set and recorded.
Monitoring student assessment, recording and reporting	<ul style="list-style-type: none"> • Read and monitor all student reports for specific tutor group, commenting in the context of school policy. • Publicise and support year examinations to tutor group. • Assist with the start of specific year group examinations. • Assist Pastoral Leaders with student social activities where appropriate.
Supporting student social activities	<ul style="list-style-type: none"> • Assist Pastoral Leaders with student social activities where appropriate.
Checking student preparedness for work	<ul style="list-style-type: none"> • Monitor students' equipment, dress and general preparedness for lessons during registration/tutorial time
3. Management of resources and human resources	<ul style="list-style-type: none"> • To assist in the development and production of schemes of work and teaching resources to support delivery of the pastoral plan
4. Appraisal, Professional development and Quality Assurance	<ul style="list-style-type: none"> • To participate in arrangements made in accordance with regulations for the appraisal of performance and that of other teachers in the context of the school PMR policy • To participate in arrangements for further training and professional development as a tutor including undertaking training which aims to meet needs identified in PMR objectives or statements • In the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for supervision and training • To assist in implementing, and to adhere to school quality procedures
5. Other Professional Duties	<ul style="list-style-type: none"> • To undertake any other duties outlined in the STPC document not mentioned above

To perform such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility including carrying out additional tasks as required.

General Information:

- Review, Appraisal and Development: The roles and responsibilities of postholders will be reviewed periodically and form part of the agreed framework of appraisal. The tasks and targets which arise from the role will be monitored and amended in the light of the

changing needs of the school in order to provide further opportunities for the professional development of colleagues.

- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- Driffield School and Sixth Form is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

I have read the above job profile and agree with the terms and conditions set out in it.

Signature: _____

Date: _____

Printed Name: _____

Date: _____