



## Job Description

### Secondary Tutor

**School:** Secondary

**Allowance Group:** N/A

**Teaching Allocation:** This will be dependent upon other commitments in school. However, regular contact with the students will be through the Tutorial Programme (2 periods per week) and the am registration periods.

**Report to:** Head of Year

### Role and Position in the Organization

The Tutor has a vital role to play in the development of the students in his/her care. As the first point of contact s/he must assume responsibility for the immediate pastoral/academic concerns of the students in the Tutor group. The tutor's own classroom practice will always exemplify the approaches, philosophies and expectations set out in the school's Guiding Statements and policy documents. S/he will work in a team alongside the Head of Year and other Tutors in helping to maintain a positive team spirit within the Year group.

### Main Responsibilities

#### The Secondary Tutor will:

- develop a knowledge of the progress reached by students in his/her group, helping them to develop their self-esteem;
- develop knowledge of the standards of academic achievement reached by students in his/her group, helping each individual to work to his/her full potential;
- develop professionally to ensure s/he has the skills necessary to take on the role of tutor;
- assume responsibility as first point of contact between the school and the home and communicate with the Head of Year and Secondary Leadership team (Sec LT) to create quality links with the parents and students in their care.

## **Responsibilities, by area**

### ***Goal 1: We focus on continually improving learning***

#### **Strategic Area 1 - Learning and Teaching – The Secondary Tutor will:**

- ensure that the Professional Standards for Learning and Teaching form the core values of interactions within the Tutor group;
- actively implement the school's Tutorial Programme;
- assist in the ongoing review of the tutorial curriculum;
- assume leadership for units of work within the tutorial curriculum, where possible;
- support the reward systems set up to motivate and encourage students;
- ensure that students are aware of and conform to the required standards of appearance and behaviour;
- assist with setting targets for individual students;
- accompany students to assemblies encouraging appropriate participation;
- encourage students to participate in the Extra Curricular Activities (ECA) Programme and other creative, community or sporting activities;
- attend Residential Visits/excursions involving the Tutor group and assume responsibility for aspects of the trip where appropriate;
- review reports and produce the Tutor report for students;
- help students with their organisational skills and encourage students to use their time effectively.

#### **Strategic Area 2 - Professional – The Secondary Tutor will:**

- attend and participate fully in Year team meetings;
- be an active and supportive member of the Year team contributing positively to developments and activities within the Year group;
- attend Continuing Professional Learning (CPL) opportunities to help develop skills and approaches to support his/her role as a Tutor;
- be fully involved in the School's Performance Management process and where appropriate develop strategies to help develop skills and attributes required of a Tutor;
- attend all compulsory Continuing Professional Learnings (CPL) sessions linked to student safeguarding, First Aid, English as an Additional Language (EAL) and Learning Support (LS);

### **Strategic Area 3 - Culture and Communication – The Secondary Tutor will:**

- liaise with the Heads of Year if any significant patterns in behaviour occur such as poor attendance, lateness, conduct emails, home learning emails, positive emails and House points;
- liaise with the Head of Year and Secondary Counsellor if concerns arise related to student well-being and safety, in line with the student safeguarding policies;
- liaise as appropriate, with parents, subject teachers, Learning Support/EAL staff, Head of Year, Senior Teacher for Key Stage 3 – Student Welfare, Assistant Principal - Student Welfare, and the Principal concerning the progress of the students in his/her group;
- respond in a timely manner (within 24 hours) to all communication received from parents;
- distribute correspondence and collect returns;
- attend parent/student conferences to discuss a student's progress;
- attend the coffee mornings for parents of new students, if possible, to discuss issues of general interest in the Year group;
- assist with the communication of House events and help to foster a positive House spirit;
- ensure exemplary standards of behaviour and personal responsibility.

### ***Goal II: We align our structures, policies and practices to support learning***

#### **Strategic Area 1 - Policy and Planning - The Secondary Tutor will:**

- offer perspective and play an active role in Secondary School development planning in relation to pastoral issues;
- assist in the review and planning of the Tutorial Programme;
- assist in the compilation of student records by:
  - keeping registers up to date;
  - ensuring all information concerning a student is recorded on file and passed on to the relevant staff;
- understand and adhere to the student safeguarding policy, code of conduct and methods of reporting a concern.

#### **Strategic Area 2 - Finance and Resources - The Secondary Tutor will:**

- liaise with the Head of Year with respect to the resources needed to run the Tutorial Programme and Residential Visit.



**Strategic Area 3 - Admissions - The Secondary Tutor will:**

- assist with the introduction of the school to prospective students, especially in explaining issues related to the Pastoral Programme;
- ensure the smooth integration of students new to the school by establishing and monitoring the 'helping hands system' and by keeping in touch with parents to discuss the settling-in process.

**Strategic Area 4 - Health and Safety -The Secondary Tutor will**

- ensure that students are aware of and adhere to Health and Safety and Student Safeguarding policies of the school;
- safeguard students against all foreseen risks;
- communicate the evacuation procedures to students in the Tutor group.
- maintain a watching brief on health and safety matters and be proactive in reporting any perceived risks.

**Strategic Area 5 - Facilities – The Secondary Tutor will:**

- communicate the pastoral perspective as regards facility use and facility improvement and expansion.

These duties will be developed into short and longer-term targets in consultation with the post-holder.

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*The British International School in Thailand*  
*Established 1957*

## **Bangkok Patana School**

### **Mission**

Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.

### **Vision**

We develop global citizens who shape their world through independence, empathy, creativity, and critical thinking.

### **Values**

#### **Well-being**

##### **We are**

Protected, safe and secure  
Motivated and engaged  
Responsible and honest  
Kind and compassionate  
Balanced and fulfilled

#### **Learning**

##### **We are**

Rigorous  
Inquisitive and creative  
Collaborative and confident communicators  
Critical, reflective thinkers  
Passionate, resourceful and resilient

#### **Global Citizenship**

##### **We are**

Committed to integrity  
Active volunteers  
Diverse and inclusive  
Ethical and informed  
Empowered by our interculturalism  
Inspired to improve global sustainability  
Respectful contributors to digital and local communities

### **Student safeguarding**

Bangkok Patana School is committed to safeguarding and promoting the welfare of its students and expects all staff to share the same commitment.