**WITHERNSEA HIGH SCHOOL**

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**THE ROLE OF THE FORM TUTOR**

The Form Tutor has a crucial role to play in the development of the school. He/she has a daily contact with the pupils in the form and should play a major part in fostering positive approaches to work, to the school and in the community as a whole. The role is undoubtedly demanding in terms of commitment and in terms of time. Clearly, not all aspects of the job can be done at any one time. Form tutors need to keep a sense of balance and work at the various elements of the role as part of an ongoing process throughout the course of the school year. If colleagues set the same standards of pupil expectation, then life is simpler for the whole school community.

Their role is also to work as part of a House team to oversee the academic, pastoral and personal development of all students within their House group, but specifically their tutor group.

**Tutor group ethos and House time**

Tutors will:

* Work with the tutor group to create a cohesive group and positive ethos
* Provide a calm and purposeful atmosphere in tutor time during which students can

prepare for their learning by

* + Ensuring and monitoring that students are in correct school uniform and taking action where necessary
	+ Ensuring and monitoring that students adhere to school rules regarding jewellery and make up etc
	+ Completing the register whilst students are quiet to ensure accuracy, including absences and lateness
	+ Check that students bring the correct equipment to school, and ensure that when they leave the tutor room they are equipped appropriately with:
		- student planners
		- equipment for the day e.g. pen, pencil, ruler, colouring crayons, books etc
* Inform students of notices and arrangements contained in the student bulletin
* Deal with any issues of concern from the previous day
* Deal with rewards and sanctions in accordance with the schools Behaviour for Learning policy
* On specified days to ensure that students arrive quietly, promptly and in alphabetical order for assembly, and to actively supervise their tutor group during the assembly
* Ensure that whole school policies and expectations are clearly understood and implemented within the group
* Distribute letters, newsletters and any other communications home
* Ensure that the tutor room is well managed and cared for, that tutor notices are regularly updated, and that the room is left tidy at the end of the tutor period
* Attend parents evening
* Attend House/Year group meetings in line with the school’s meetings calendar

**Registration and Attendance**

* Be present in class room to greet the students at the start of Form time according to the agreed routines
* Register students in line with agreed school guidelines
* Follow the school policy in chasing up unauthorised absence, and liaising with Head of House as applicable
* Alert the Head of House to any concerns regarding students’ attendance and punctuality
* Monitor punctuality and ensure that students attend detention as appropriate
* Give weekly rewards for good attendance
* Liaise with the Head of House about students causing concern in terms of punctuality and attendance

**Behaviour and pastoral support**

* Ensure that all members of the tutor group understand the expectations of the school for behaviour in class and around the school
* Praise and reward students for good behaviour
* Monitor the behaviour of individual students and of the whole class as described in the schools Behaviour for Learning policy
* Under the direction of the Head of House and in line with the schools BfL policy take further action, to improve poor behaviour by members of their tutor group
* Where appropriate or through the Head of house communicate with parents/carers about students causing concern
* Alert the Head of House to any concerns regarding student’s behaviour or attitude if it does not improve
* Give weekly rewards for good behaviour
* Check that students conform with uniform rules
* Liaise with HoH, SENCO, HoF and other staff as appropriate, regarding students' progress and welfare.

**Academic progress and homework**

* Monitor the progress of students within the tutor group via progress reports and through information from the Progress Team
* Intervene through discussions with students (and, where appropriate, staff)
* Assess where students are in relation to the Expert Learner Matrix and discuss with students how to improve
* Report the ELM level of each student using SIMs at the time of the data collection
* Check that students are prepared for learning and have the correct equipment and books for the day
* Encourage and celebrate effort and achievement through use of the school’s rewards system
* Complete the tutor reports
* Monitor concerns from staff if homework is not being completed.
* Liaise with parents and Head of House or Head of Faculty about homework concerns as appropriate
* Ensure students have a copy of their timetable in their planners

**Students' personal and social development**

* Monitor and support the personal and social development of the individual group members
* Provide opportunities and encourage students to take responsibility
* Plan, prepare and deliver tutor time activities in line with the tutor time programme
* Provide opportunities within Form time for students to work together, to co-operate, to develop trust and respect, to learn to manage conflict and to take responsibility for their own actions
* Model the behaviour, attitudes and values which we expect for our students
* Encourage students to attend extra-curricular activities
* Encourage students to attend extra-curricular activities
* Record Extra-Curricular House/Prom Points on SIMs
* Encourage students to take part in activities such as charity events, volunteering, sporting events, assemblies etc