

Form Tutor / Learning Mentor

**Rationale:**

The Form Tutor at The County High School, Leftwich is the key figure in a student’s development. S/he is the first point of contact for students and their parents/carers. As such s/he has an important role in the management of the personal and academic development of each student within that Tutor Group. S/he has the responsibility of working with the Year Leader and Subject Teachers to ensure that each student feels secure and has a sense of pride, a positive attitude and the motivation to realise his/her full potential. The tutor is responsible for delivering the EfL and Literacy curriculum for her/his group. The following document identifies the duties and responsibilities which enable the Form Tutor to fulfil this crucial role.

**Management of Student Learning:**

* To establish an overview of each student’s performance across the curriculum. To monitor and mentor students within the framework of the target setting systems. To identify strengths and areas of difficulty or underachievement in learning.
* To respond to students who experience problems in their learning and to liaise with appropriate staff.
* To be responsible for the delivery of EfL (Education for Life) as required.
* To be responsible for the delivery of Literacy as required.
* To be responsible for the delivery of the Character curriculum as required.
* To ensure that students maintain their Learning Journal and take part in consultation and review.
* To provide an informed overview of performance for parents/carers as required.
* To support the work of the Learning Leader (Year).

**Provision of Care and Support:**

* To be available to all students in the tutor group for support and guidance.
* To liaise with appropriate staff to provide support for students with specific needs.
* To contribute to the induction and support of students who are new to the tutor group.
* To oversee the contribution made by the tutor group to daily registration/tutor time.
* To supervise the tutor group during Assembly\*.

**\*Any individual unable to comply with this part of the job description on grounds of faith or personal principle should see the Principal.**

* To record, monitor and celebrate students’ achievements within the framework of the rewards’ system in order to encourage positive motivation.

**Management of Student Behaviour:**

* To encourage high standards of courtesy and behaviour at all times.
* To ensure that students know and understand the behaviour expectations. To reinforce these standards.
* To encourage positive attitudes on the part of students within the tutor group towards each other.
* To check daily that all students comply with uniform standards. To take action to reinforce those standards, liaising with parents/carers as and when necessary, keeping a record of contact. To refer persistent offenders to the Year Leader with the record of action taken and responses.
* To make effective use of the behaviour management recording system.

**Maintaining Links between Home and School:**

* To make contact with home within the context of attendance, behaviour and learning as described above.
* To be accessible, at appropriate times, either in person or on the telephone, to parents/carers who have concerns about the progress or well-being of their children.
* To liaise promptly with the Pastoral Officer in response to messages concerning absenteeism.
* To effectively plan and deliver the target-setting process associated with Consultation Day.

**Administrative Duties and Responsibilities:**

* To carry out the legal responsibility of taking the Register each morning following the necessary procedures required by the DfE.
* To inform the Year Leader about students with unauthorised absence or poor attendance records.
* To distribute Reports or other documentation including that which may be specific to particular Year groups (eg. Year 9 Electives material).
* To attend and contribute to Year Team Meetings as noted in the Calendar.
* To carry out such other duties as may be necessary to ensure the smooth running of the Academy, eg distribution of information.

January, 2020