

# LATIFA SCHOOL FOR GIRLS

## DISCOVER ♦ LEARN ♦ CONTRIBUTE



### FORM TUTOR

#### Line manager: Head of Year

##### The Form Tutor is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the School
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion.

Form Tutors are responsible for the general welfare and happiness of students in their form. They should contribute effectively to the work of the Year Group and support a working atmosphere which encourages co-operation and values the contribution which individuals make to the work of the team.

#### 1. General Responsibilities

##### The Form Tutor will:

- promote the School's aims
- contribute to the formulation of the School Development Plan (SDP)
- support the priorities established in the SDP ensure that school policies are carried out consistently.

#### 2. Pastoral Responsibilities

##### The Form Tutor will:

- be responsible for the social welfare of students in their tutor group
- make the students aware of the schools aims and policies
- make the students aware of the schools reward system
- explain the purpose of the Certificate of Recognition to students
- ensure that all students know what the schools disciplinary policy is, and the consequences for: unsuitable behaviour, not wearing the correct school uniform, not handing in homework on time and poor punctuality
- provide emotional support and stability for the students in their tutor group
- build and develop personal relationships with individual members of the group
- foster positive group relationships between individual members of the group
- insist on high standards of politeness to all members of the school community
- be alert for friendship problems and identify students who appear unhappy or do not participate
- discuss problems with individuals, e.g., over homework or punctuality
- check on students who are slightly disorganised (particularly in Year 7) and help them prepare for lessons. Ask the Head of Year for help, if necessary
- help students identify their own problems and negotiate realistic targets to help them improve
- discuss progress reports with individual students where necessary
- be available to liaise with subject teachers regarding concerns about and praise for students in their tutor

***Latifa School is committed to safeguarding and promoting the welfare of all students under our care. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective practices, with specific attention to child protection. All staff agree to abide by the school's child protection policies and procedures and are required to participate in any child protection training mandated by the School, as a condition of employment.***

***Applicants should be willing to undergo a rigorous screening process which will include, but is not limited to, obtaining a Police Clearance or Good Conduct Certificate, verification of qualifications, obtaining satisfactory references (including current employer) prior to confirmation of employment. Applicants will also be required to complete a self-disclosure form prior to interview.***