



ENDON HIGH SCHOOL

Job Title: Form Tutor

Job Purpose: To provide pastoral care for all pupils within the tutor group, supporting individuals as appropriate to ensure that all benefit as fully as possible from the opportunities provided by the school.

Objectives:

- To monitor the day-to-day social and emotional welfare of the pupils within the tutor group.
- To maintain an overview of the academic progress of each member of the tutor group.
- To encourage, support and develop those qualities and characteristics deemed important within the school aims: responsibility, reliability, punctuality, consideration, care, self-esteem, confidence, team spirit.

Areas of Responsibility (in relation to members of the tutor-group):

1. To act as the first point of contact between home and school on issues relating to emotional/social well being, behaviour, etc, and to communicate with persons or bodies outside school concerned with the welfare of individual pupils, after consultation with appropriate staff.
2. To develop positive relationships with pupils individually and collectively during registration, tutor-time and other contact time.
3. To contribute to the L4L programme in conjunction with the Year team.
4. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
5. To undertake Learning Conversations with each form member, twice annually and to forward Learning Conversation templates to the Progress Manager and Assistant Head (Data & Assessment) when required.
6. To utilise information within a pupil's personal file, and to discuss concerns with the Progress Manager, as appropriate.
7. To monitor punctuality of pupils and alert the Progress Manager to unresolved concerns.
8. To undertake prompt and accurate registration of the tutor group at the start of the day, requiring parental explanation of absences, and liaising with the Progress Manager on individuals for whom attendance is a concern.
9. To inform the school office of any changes to a pupil's personal details (address, contact details, etc).
10. To be responsible for the distribution of letters via pupils and the collection of reply slips from parents, maintaining a written record of returns.
11. To maintain the school's uniform policy on a day-to-day basis, taking reasonable and appropriate action for non-compliance, and referring the matter to the Progress Manager only when this proves unsuccessful.
12. To implement, in relation to the tutor group, the school's Rewards and Sanctions Policy as appropriate and in line with the school aims and ethos.
13. To monitor behaviour and ensure that all members of the group are aware of and comply with the school's rules and code of behaviour by taking appropriate steps when necessary.

14. To maintain a tidy form room, ensuring that form notices are clearly displayed including fire instructions and notices relating to the school Behaviour policy.
15. To monitor use of the Student Planner regularly, during form time, checking each pupil's homework entries/parent signatures, etc. at least fortnightly and more frequently for those pupils who have difficulties in completing homework on time or at all. To refer to the Progress Manager of any pupil who is failing to achieve homework requirements across a number of subjects.
16. To alert the Progress Manager of any matters or incidents which may seriously affect the well-being or progress of individuals in the group.
17. To foster co-operation, pride and commitment to a full and active part in school life.
18. To accompany the tutor group to assembly and supervise them throughout and when they depart, as required on the assembly rota.
19. To supply information about pupils in the group as requested by other staff.
20. To attend Year Team meetings.
21. To identify any training needs in relation to this role, and to liaise with the Progress Manager and/or Assistant Head Student Support to agree the most appropriate way of meeting these needs.
22. To assist in advising and counselling pupils on appropriate KS4 options and post 16 progression routes both through formal school processes and informally through daily contact and general support.

Signed (Tutor) _____ Date _____

Signed (Progress Manager) _____ Date _____