



THE ROLE OF THE FORM TUTOR

A Form Tutor's role is central in both caring for students and, crucially, monitoring their progress both academically and socially; encouraging involvement, commitment, and high standards of work and behaviour. A Form Tutor's role covers a wide variety of different aspects and these are included in under the following themes below.

Key themes:

Have the highest expectations of all students

- Create a positive ethos, establishing/encouraging good student/teacher relationships.
- Encourage the highest standards of behavior, uniform, equipment, punctuality and attendance, monitoring this on a daily basis. Liaise with the parents and Year Managers regarding concerns. Look to reward achievements positively and implement, where necessary, appropriate sanctions.
- Promote, maintain and monitor the official records of attendance and punctuality. Ensuring notes are received concerning any absence and any absence of more than three days is checked with the Year Managers. Tutors should alert Year Managers to any patterns of, or suspicious, absences.
- Keep parents fully involved regarding students' progress, including curriculum related or behavioural concerns.
- Monitor and intervene in the effective use of the Student Planner. Tutors must look at and sign Student Planners on a weekly basis during the Checking in time session of PDT.
- Assist the Year Managers and Key Stage Leaders in distributing letters/notices and participate in Parents' Evenings and report writing
- Ensure school policies, Health & Safety and Fire Drill rules are explained and upheld

Monitor and support academic progress

- Monitor and review their students' current progress across the curriculum using all the data provided.
- Follow through concerns and issues about learning and effort when necessary with subject areas and parents, in consultation with the Year Managers.
- Liaising with parents and subject staff where necessary
- Report on students overall progress through the writing of annual tutor report or school academic reference.

- Delivery of the Pastoral curriculum through personal development time sessions.

Support emotional and social well-being of all students

- Developing a positive relationship with all students and a supportive tutor group ethos.
- Encourage effective relationships between students within the tutor group using mediation and restorative justice techniques where appropriate.
- Be aware of social and personal factors relevant to the student within and outside of school.

Support the development of ‘the whole child’

- Be aware of friendship patterns, family structures, leisure interests, contents of student records, social development, problems at home/school and relationships with other students and staff.
- Encourage student participation in extracurricular activities and share new opportunities with students on a regular basis.
- Monitor and celebrate student’s participation in extracurricular activities on a regular basis.
- Actively supervise students in Assemblies including the organization and participation of students.
- Tutors are encouraged to participate and assist in the organization of celebration events
- Know all members of the Tutor Group
- Support the development of the whole child through the delivery of the Pastoral Curriculum.
- Support students to effectively participate in school and to be ready to take the next steps of their school development. This includes transition between year groups and through progress onwards from The Compton School.

Key skills that make a successful tutor

Based on feedback from teachers and students

- To be a good role model
- To be organized and reliable
- To provide a positive relationship with an authority figure and encourage mutual respect
- To be consistent and fair, and act as a mediator for the students in the group
- To listen and show an interest in each student in their tutor group
- To have very high expectations of the individual Tutor Group members
- To focus students’ minds on achievement through learning
- To be approachable and supportive, addressing student issues if they arise