



THE HIGHCREST ACADEMY JOB DESCRIPTION

FORM TUTOR

You will be accountable for implementing the academy's pastoral policies for the form you support, including Behaviour, Pastoral, Life Lesson, Racial Equality, Anti-bullying, Uniform, Attendance, Punctuality and Core Routines.

You will be responsible to: The Head of Learning

Main Duties and Responsibilities:

- Collect absence notes and complete weekly absence reports.
- Use data to celebrate success/progress and to monitor under-achievement and lack of effort.
- Use data to celebrate good attendance and to monitor poor or deteriorating attendance.
- Monitor poor punctuality and take action to improve it.
- Sign planners once a week checking to ensure homework is being written in by the pupils, and taking action if this is not the case.
- Set targets for effort, attainment, attendance and punctuality during academic review days.
- Communicate with parents/carers by telephone, letter, email and via the student planner when there is cause for celebration or cause for concern.
- Deliver a tutorial programme each morning and afternoon during registration in line with the whole school/year group programme.
- Deliver the Life Lesson programme as agreed with the Assistant Headteacher.
- Create a climate which enables other staff to develop and maintain positive attitudes towards the learners and confidence in teaching them.
- Establish a clear, shared understanding of the contribution that year group activities play in learners' spiritual, moral, social and cultural development, and in preparing them for adult life.
- Encourage participation in the whole school "House" system.
- Make a visual check on uniform every morning and afternoon registration and take action in line with the school uniform policy.

- Take a daily register twice a day in accordance with the academy's attendance policy.
- Notify Head of Learning of any changes in personal or family circumstances relating to pupils in the form.
- Display important information and notices in the form room and keep those displays up-to-date.
- Relay to students relevant notices from staff briefing.
- Attend all Year team meetings and make a positive contribution to them.
- Escort students to and during assembly ensuring high standards of uniform and behaviour throughout.
- All staff are required to read and understand the document Keeping Children Safe in Education, Part 1 and Appendix A (Sept 2018) along with the academy's policies relating to Safeguarding and Child Protection, all of which are available electronically.
- The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
- All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format.
- The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
- The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant's start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

Postholder

Signature:

Printed Name:

Date:

Line Manager

Signature:

Printed Name: