



## Job Description

Introduction	
<b>Post Title</b>	<b>Tutor</b>
<b>Post Purpose</b>	To support the personal development and academic progress of the students in your tutor group, by utilising and monitoring strategies which encourage students to achieve their individual potential.
<b>Why this post is important</b>	You are the person who has an overview of the students' progress both in academic and personal terms. You are the key person for gathering information and coordinating other agencies and individuals to meet the needs of the students in your care.
<b>Line Manager</b>	Head of Year, Deputy Head of Year

Supporting Student's Progress	
<b>Your responsibilities include...</b>	<b>Where practice is excellent you might...</b>
Evaluating and monitoring the progress of students and measuring progress against data.	Lead training on the effective use of data to monitor progress. Offer to coach colleagues who find this aspect of their role challenging.
Contributing to the development of students' academic progress by preparing action plans with the appropriate students.	Create a bank of model action plans and share these with the other tutors in your Year group.
Encouraging students' attendance and good behaviour and implementing relevant aspects of the discipline procedures where necessary.	Develop an innovative tutor rewards and sanctions process and share it with colleagues.
<b>What sort of support can you expect?</b>	
The Assistant Head (Assessment, Pupil Premium, and Exams) can give you detailed guidance in making the best use of data. Your Head of Year and Deputy Head of Year can support your work with supporting student progress.	

Developing Pastoral Care	
<b>Your responsibilities include...</b>	<b>Where practice is excellent you might...</b>
Promoting the general development and well-being of individual students and of the tutor group through group activities and individual conversations.	Peer coach another tutor focussing on ways to develop your skills in this area.
Liaising with the Head and Deputy Head of Year to ensure the effective implementation of the School's Pastoral System. Alerting these and other appropriate staff to problems experienced by students, making recommendations as to how they might be resolved.	Offer to manage the information gathering needed to help students with immediate needs. Drawing up good practice guidelines to support other tutors in similar circumstances.

Communicating as appropriate with the parents/carers of students and with the persons or bodies outside the School concerned with the pastoral care/academic progress of individual students.	Get parents/carers to take an active role in their child's development. Contact home to accentuate positive aspects of student progress (e.g. punctuality, politeness).
<b>What sort of support can you expect?</b> The Assistant Head (Teaching, Learning, and Staff Development) will be able to suggest training and development opportunities. Your Head and Deputy Head of Year can support you and help you to identify and contact appropriate agencies.	

Managing Information	
<b>Your responsibilities include...</b>	<b>Where practice is excellent you might...</b>
Registering your tutor group and keeping accurate, up-to-date information on your students' attendance, punctuality, and academic progress.	Review the existing systems and make recommendations for improvements to your Head or Deputy Head of Year.
Managing information associated with sanctions and rewards.	Contribute to the development of good practice in the Year group (or House).
Contributing to the reporting of students' academic progress. Gather information on students' progress from subject staff.	Develop proformas and systems which reduce the administrative time needed to collect information e.g. e-mail responses to Round Robin requests.
<b>What sort of support can you expect?</b> Your Head of Year and Deputy Head of Year can support you in the gathering and analysis of data.	

Ethos	
<b>Your responsibilities include...</b>	<b>Where practice is excellent you might...</b>
Accompanying students to Year group/House Assemblies and Eucharists. Organising contributions to these events as requested.	Offer to deliver effective assemblies to other Year groups/Houses.
Supporting students in preparing and participating in acts of worship in tutor time.	Contribute to the development of a bank of model resources for tutor worship. Encourage your students to deliver effective worship to other tutor groups.
Contributing to the development of Values in Practice (ViP) according to School policy.	Create model activities in ViP and share them with colleagues.
<b>What sort of support can you expect?</b> The Assistant Head (Community Engagement, Personal Development, and Faith) can give you guidance and support in delivering effective worship as can your Head of Year/House who has the role of overseeing effective worship in your Year group/House.	

Negotiated Additional Responsibilities	
<b>Your responsibilities include...</b>	<b>Where practice is excellent you might...</b>
<b>What sort of support can you expect?</b>	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and you may be asked to carry out additional responsibilities by your Line Manager or SLT.

<b>Signatures</b>	
The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.	
This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.	
Signed..... (Teacher)	Signed..... (Headteacher)
Dated .....	Dated .....