

## **JOB DESCRIPTION**

### **Form Tutor**

A Tutor is responsible to the Headteacher via the Head of House\* and Deputy Headteacher (Students and Welfare) and has a crucial role to play in setting the standards of attainment and behaviour which we expect within the school.

A Tutor will

- Support the welfare, behaviour, academic performance and participation in school life of each individual student in a tutor group. Specifics will vary slightly from year group to year group.
- Monitor the punctuality and attendance of students by taking the register at the stated time and completing it in line with statutory and school requirements. Refer concerns and patterns of absence immediately to Head of House\*.
- Promote the observation by the tutor group of uniform or dress code requirements.
- Regularly monitor the use of student planners checking each planner no less frequently than fortnightly.
- Where appropriate, oversee arrangements for the collection of homework.
- Ensure appropriate standards of tidiness and behaviour in the tutor room and ensure that the tutor room is ready for use as a teaching base after each registration period.
- Mentor, support and guide students in a tutor group and assist them with options and careers guidance (Yrs 12 & 13 – UCAS and complementary activities).
- Liaise with parents via reports and attend consultation events when appropriate.
- Assist in the implementation of year activities, such as fund-raising and House activities.
- Assist in the planning and delivery of the tutorial programme, including the PSHE elements within it.
- Take part in school administration as it affects the tutor and year group; oversee communication via the form notice board.

A Tutor will meet regularly with the Head of House or Head of Sixth Form.