

FORM TUTOR

Line manager:

Head of Year

The Form Tutor is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the School
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion.

Form Tutors are responsible for the general welfare and happiness of students in their form. They should contribute effectively to the work of the Year Group and support a working atmosphere which encourages co-operation and values the contribution which individuals make to the work of the team.

Use the links below for a more detailed job description.

1. [General Responsibilities](#)
2. [Pastoral Responsibilities](#)
3. [Administrative Responsibilities](#)

1. General Responsibilities

The Form Tutor will:

- promote the School's aims
- contribute to the formulation of the School Development Plan (SDP)
- support the priorities established in the SDP
- ensure that school policies are carried out consistently.

2. Pastoral Responsibilities

The Form Tutor will:

- be responsible for the social welfare of students in their tutor group
- make the students aware of the schools aims and policies
- make the students aware of the schools reward system
- explain the purpose of the Certificate of Recognition to students
- ensure that all students know what the schools disciplinary policy is, and the consequences for: unsuitable behaviour, not wearing the correct school uniform, not handing in homework on time and poor punctuality
- provide emotional support and stability for the students in their tutor group
- build and develop personal relationships with individual members of the group
- foster positive group relationships between individual members of the group
- insist on high standards of politeness to all members of the school community
- be alert for friendship problems and identify students who appear unhappy or do not participate
- discuss problems with individuals, e.g., over homework or punctuality
- check on students who are slightly disorganised (particularly in Year 7) and help them prepare for lessons. Ask the Head of Year for help, if necessary
- help students identify their own problems and negotiate realistic targets to help them improve
- discuss progress reports with individual students where necessary
- be available to liaise with subject teachers regarding concerns about and praise for students in their tutor group on a regular basis
- discuss any apparent health problems with matron and the HOY
- keep HOYs informed about problems which students are having and action taken to improve the problem
- be in the form room punctually and insist that the students are also on time
- escort the students to assemblies and sit with them
- make sure that the students leave promptly for the first lesson; do not leave the form room before the students
- encourage students to take pride in their form room/year area and make sure it is left neat and tidy
- check the students' lockers as required or when necessary
- refer students who need advice about option choices to the member of staff who can help them

- take part in pastoral activities
- take part in and contribute to the Personal Skills Programme.

3. Administrative Responsibilities

The Form Tutor will:

- take the register daily, record absences and lates accurately and return the register to Matron before the first lesson
- make sure students provide a note from parents about absences from school, unless contact has been made by Matron
- pass on letters from parents, explaining a student's absence, to Matron
- make sure that relevant information from the morning briefing (or other sources) is given to the students
- collect reply slips from letters sent home, return to appropriate member of staff. Follow up late returns
- collate late, uniform and yellow slips and discuss the reasons for a slip being issued with the student concerned
- record details on the complaints record sheet and follow up reasons for persistent lateness and absence
- keep an eye on homework diaries, make sure they are neat and the information has been recorded clearly. Check whether the time taken to complete the homework has been recorded and is reasonable for the amount of work done. Check whether some students are taking too long, or not taking long enough, to complete homework. Follow up on any comments recorded in the diary by the parents or teachers
- record merit points according to the agreed procedure
- read and check omissions on Progress and Long Reports (see booklet)
- write form tutor reports and submit them for translation according to the agreed procedures and appraise HOY of content before translation
- attend Parents' Evenings and discuss individual student's progress with parents or guardians
- follow up on specific concerns identified at Parents' Evenings with HOYs and relevant members of staff
- complete Certificate of Recognition grade sheets according to agreed procedures
- order stationery as required by students.