

JOB DESCRIPTION : FORM TUTOR

Title of Post	Form Tutor	
Salary Scale/Range		
Responsible to:	Head of Year	The duties may be varied by the Principal to meet changing circumstances in a manner compatible with the post.
Employment duties:	To carry out the duties of a teacher in accordance with the provisions of the current Teacher's Pay and Conditions document and to work towards the agreed aims of the school.	
Purpose of Job:	The Form Tutor will uphold and extol the values and expectations of the school and imbue in their tutees a sense of pride in the school and themselves. They will provide pastoral care and guidance to their tutees, and monitor their academic progress. Tutors are an important channel of communication for other colleagues. Tutors who are teachers are required to undertake the role of a teacher to the specified standards set out in the Teachers' Standards document.	
Duties & Responsibilities	Teaching Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the students in your tutor group to: <ul style="list-style-type: none">• plan and prepare lessons for the tutorial sessions;• teach, according to their educational needs, the students assigned to you;• set and mark work to be carried out by the students in school and elsewhere;• assess, record and report on the development, progress and attainment of students.	
	Guidance and welfare <ul style="list-style-type: none">• To promote the general progress and well-being of individual students in your tutor group.• To maintain good order and discipline among the students and safeguard their health and safety.• To provide guidance and advice to students on educational and social matters and, where appropriate, on their further education and future careers, include information about sources of more expert advice on specific questions; make relevant records and reports.• To monitor tutees attendance and behaviour records and support them in making improvements.• To encourage and monitor tutees participation in the wider life of the school.• To be pro-active in upholding the standards and values of the school in, for example, checking up on uniform, attendance and punctuality, participating in and promoting the rewards and sanctions structure and communicating notices regularly and conscientiously.• To keep records of and reports on the personal and social needs of students.• To communicate and consult with the parents of students.• To communicate and co-operate with persons or bodies outside the school where necessary.• To participate in meetings arranged for any of the purposes described above.	
	Assessments and reports <ul style="list-style-type: none">• To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students in your tutor group.• To participate in the arrangements for reporting on their progress to parents.	
	Academic progress <ul style="list-style-type: none">• To monitor the progress of tutees across their academic subjects and be their advocate with other staff.	
	Appraisal or review of performance <ul style="list-style-type: none">• To participate in the current arrangements made for the appraisal or review of your performance and that of other tutors.	

Health & Safety

- ✓ Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy

Other

- ✓ To celebrate achievement, promote self-worth and attachment to the school.
- ✓ To register the attendance of students in the tutor group and to supervise them at all times when they are allocated to your care.
- ✓ To participate in the arrangements for assemblies, the fire evacuation procedure and House events.
- ✓ To participate in meetings at the school which relate to any aspect of this job description.
- ✓ To co-ordinate or manage the work of other staff such as co-tutors and support staff.
- ✓ NOTE: You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

To inspire excellence and develop potential

To act as a role model in high quality teaching and learning

Hinchingsbrooke School is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment