



JOB DESCRIPTION
GENERIC FORM TUTOR

Job Title:	FORM TUTOR
Reports to:	Head of Department
Responsibilities:	The current School Teachers' Pay and Conditions Document specifies the conditions of employment of a teacher. The specific responsibilities are stated below.

Main areas of responsibilities:

KEY ELEMENTS

Ethos

- To provide leadership, example and care of the individuals within the tutor group.
- To create a positive atmosphere within the group and to reward positive behaviour.
- To create an ordered environment in which young people can develop.
- In conjunction with the subject teacher, to be responsible for the arrangements and appearance of the tutor room.
- To encourage students to care for the school environment including tutor room.

Students

- To establish trusting and friendly relationships with all individuals within the tutor group.
- To sign the Student Planner each week, to check that it has been signed by a parent, and to note if homework has been set, and follow up concerns.
- To encourage students to respect themselves and others and to take immediate action against offensive behaviour of any kind (eg offensive language, racially offensive language or behaviour).
- To liaise between students' in their tutor group and other members of staff (eg Head of Year, Head of Department, Subject Teacher).
- To write Tutor Statements on reports as necessary. To monitor those students, agreed by HoY and SMT, who have unsatisfactory grades on termly school reports, and to encourage better performance on subsequent reports. To praise those students with good report grades.
- To reinforce the importance of good attendance and punctuality amongst the tutor group and where necessary to liaise with the Attendance Officer to reinforce this position.
- To monitor, record and recognise those students who have achieved rewards in line with the school Rewards Policy, and thereby encourage worthy individual performance and maintain value in the school system.
- To monitor students' whose behaviour has been identified as a cause for concern.

Other Duties

- To participate in the school Personal, Social & Health Education programme, as appropriate.
- To use registration time in a positive way and be involved in tutor group assemblies, including the constructive use of the Thought for the Day.
- To complete registration in line with the agreed school procedures.
- To facilitate good communications by ensuring that all messages/letters contained in the register tray are read out/given to students during registration time.
- Tutors should be at the tutor room before the students. The morning bell goes at 08.25 hrs and all students should have arrived by 08.30 hrs. Tutors on duty, however, may, of necessity, be just behind students.
- A student should be 'trained' to collect and deliver the register tray by 08.30 hrs.
- Students should enter the room in an orderly way. Each tutor must insist on this.
- Outside coats are removed and should be stowed in lockers – and only in the wettest or coldest of conditions should outside coats be allowed to be carried during the day. Tutors need to make this clear to students.
- Uniform standard should be checked by the tutor daily, by using the uniform list issued. Students who persistently give difficulty in this area should be referred to the Head of Year for stronger action.

- Absence notes for prior absence should be collected and placed in the register tray with appropriate note made of any communication written in the student planner.
- The “Thought for the Day” should be enacted. Best practice requires displaying it on the board, a student reading it to the class, and student comment on interpretation (from more than one student) expected. Tutors’ may well need to clarify the meaning. This approach has satisfied Ofsted, in the past in meeting the requirements of the Education Act on religious assembly, and must therefore be continued.
- The group should be addressed assertively throughout morning registration on Issues 1 – 7 and thereafter on such points as:
- Lateness – Uniform - Matters of moment - Messages and letters home – Planner check
- Should individuals need to be seen, the group should have a structured activity provided, be it reading, record book update, or an activity decided by the tutor.
- Students should be seated AT desks throughout. The Student Planner should be on the desk throughout the tutor period.
- At least weekly, all Student planners should be inspected by the tutor and signed as appropriate. Do not sign at the bottom if incomplete – write a comment. However, more frequent inspection is encouraged.
- Lateness should be dealt with in line with procedures outline in the Attendance and Punctuality Policy with detentions arranged as appropriate.
- Dismissal from am registration should be orderly and ON the bell. All chairs / desks should be left tidy. (Someone else may be teaching in the room immediately afterwards).
- On assembly days points 1 – 6 should be enacted as quickly as possible, and the tutor must escort the group to the hall in an orderly manner. The tutor must see students to their seats – insisting on silence as soon as the hall is entered. Tutors must be seated next to their group in the hall. Tutors should aim to achieve this within 5 mins. Tutors would normally be expected to supervise the dismissal of their tutor group unless they are teaching another year group.
- 15. Form tutors are responsible for students outside the hall lining up for examinations
- during examinations.

Generic Duties and Responsibilities for Teachers

This will involve:

Child Protection

- Being responsible for child protection and promoting the welfare of all students and staff, ensuring that they are protected from harm. All staff have a duty of care to ensure that if there are any concerns relating to the welfare or safety of a child their concern is immediately relayed to the Designated Person with responsibility for safeguarding children.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Green Responsibilities

- Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) wherever possible in day-to-day work.

Data Protection

- Being aware of the school’s responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act’s guidance.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities and Anti Discrimination

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School’s Health and Safety Policy and Procedures, co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Contributing as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training if required
- Participating in the ongoing development, implementation and monitoring of the school and department improvement plans
- Championing the professional integrity of the School
- Supporting Teaching and Learning Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions
- Undertaking any other reasonable request as required.

Professional Standards

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed which reflect the expectations we have for students (Principal's decision is final)
- All staff should arrive on time to commence their duties as described by contracts.
- All staff are expected to attend on the days covered by their specific contract. When unable to do so the school should be contacted at the earliest available opportunity, advising the reason and when they will return and report to their line manger on return to work.
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds.
- All staff are expected at all times to treat each other, parents, students and members of the public with respect.

PERSON SPECIFICATION

An enthusiastic and innovative teacher, committed to raising standards of student achievement will be required for this position

Physical Requirements

- Good health.
- Neat business appearance.
- Ability to communicate clearly and effectively.

Qualifications, Training and Experience

- Must hold Qualified Teacher Status and is likely to hold Graduate Status in subject area or a related subject.
- Had experience of educational dealings with the 11-18 age range of students.
- Have a sound knowledge and understanding of current educational developments in teaching, including the use of Information Technology.
- Have a commitment to high standards.
- Be able to provide evidence of the ability to institute sound procedures to ensure good behaviour and discipline within the classroom.

Disposition / Skills

- Have the ability and personal qualities to develop and maintain good relationships with students, staff and the wider community.
 - Good classroom management skills
 - A commitment to improving educational standards.
 - A major concern for quality and excellence.
 - Able to manage constant change.
 - Able to motivate colleagues to work as a successful team.
 - Able to work effectively under pressure.
 - Have the determination and resilience to identify needs, set objectives and see them through to successful outcomes.
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Special Conditions

To undergo a successful enhanced DBS check (formerly CRB).

I, the undersigned, confirm that I agree and understand the duties in this job description

Name (print) Name (signed)

Date