



Caedmon school



Form Tutor Job Description

Job title: Form Tutor

Responsible to: Senior Learning Tutor and Assistant Head Teacher (ECM), Head Teacher

SECTION ONE

As the form tutor has daily contact with the students in their form, their role is central to the welfare and progress of every student. The role is recognised as demanding in terms of commitment and time but it is understood that not all aspects of the job can be done at any one time but is an on-going process for which Learning Tutors are there for support.

The role of the form tutor is a key one in setting 'the tone for the day' and they must ensure a calm and settled start. If setting these standards is carried out consistently by all tutors, it will have a positive impact for learning during the day ahead.

1.1 AREAS OF RESPONSIBILITY

Ethos

Form tutors are expected to:

- Provide leadership, example and care for the students within their tutor group
- Create an inclusive, positive and supportive atmosphere within the group
- Acknowledge and reward positive behaviour
- Create an ordered environment in which students can develop socially and emotionally
- Encourage students to care for the school environment, including their form room
- Encourage students to respect themselves and others and take immediate action against offensive behaviour of any kind
- Encourage responsibility for the Open School Policy
- Reinforce the importance of wearing uniform correctly
- Reinforce the importance of good attendance and punctuality

Support and guidance

Form tutors are expected to:

- Be the first line of contact for students in their tutor group
- Attend all whole school and year assemblies as a matter of course and use the experience to reinforce the ethos of the school
- Ensure students' safety and welfare as paramount, and take action in accordance with the responsibility 'in loco parentis'
- Monitor the social, behavioural and academic progress of students in their tutor group
- Help students explore thoughts, feelings and solutions to problems with both individual students and groups of students
- Support students in setting personal targets
- Play a key role in the induction of new students to their tutor group
- Monitor closely how new students settle in
- Represent students by speaking or acting on their behalf

Rewards and sanctions

Form tutors are expected to:

- Inform, reinforce and implement Caedmon's policies relating to behaviour, the Open School Policy and Rewards and Sanctions
- Recognise, monitor and act on all rewards
- Monitor weekly, through CMIS, and act on incidents of inappropriate behaviour
- Check planner entries by teachers, parents and students (homework) weekly and take action when necessary
- Work with Learning Tutors in negotiating behaviour contracts, risk assessments and Inclusion Passports

Liaising with others

Form tutors are expected to:

- Be the first line of contact for parents and carers and keep them informed when appropriate
- Always consider issues of confidentiality when dealing with students, colleagues, parents and with outside agencies
- Liaise with the relevant Learning Tutor and other colleagues promptly about family, social or behavioural issues or changes affecting students, when appropriate
- Make contact with parents and carers to keep them informed, when appropriate
- Monitor attendance and punctuality with the appropriate Learning Tutor and take appropriate action when required, e.g. supervising an after school detention for every 5 lates in a month

1.2 LINKS TO LEARNING

Teaching

- To plan and deliver quality lessons in accordance with the Personal Learning programme in years 7 & 8
- To plan and deliver 'Thought for the week' every Tuesday morning

Assessment

- Monitor general progress and encourage a positive outlook to school work

Reporting

Form tutors are expected to:

- Maintain records which will lead to a high quality annual report
- Write the annual form tutor report, summarising the overall progress of each member of the tutor group
- Be able to speak to confidently to parents, on any occasion, about the overall progress of their tutees

SECTION TWO

Monitoring of the Form Tutor role

The form tutor role will be monitored by the link member of the SMT who will visit each form class on a Tuesday morning once a term

Year 7 – Linda Jones

Year 8 – Mary Carter

Year 9 – Craig Sewell

SECTION THREE

General tasks and procedures

Daily

- ✓ Set a prompt and structured start to the morning and afternoon
- ✓ Take registers accurately
- ✓ Collect, record and file absence letters
- ✓ Ensure dismissal from registration is orderly and ON the bell
- ✓ Check that the correct uniform is worn and take necessary action when required
- ✓ Encourage students to take responsibility for their form rooms, leaving it tidy at the end of each registration
- ✓ Facilitate good communications by ensuring the distribution of information at registration

Weekly

- ✓ Attend all whole school and year assemblies with your form tutor group and sit with them unless withdrawing on the grounds of conscience or religion or with prior arrangement with SMT
- ✓ Record merits and service merits
- ✓ Award 3 merits to each student if their planner is signed, they make good use of their planner and they have had no negative entries on the behaviour tracker
- ✓ Award 3 service merits to form captains
- ✓ Check planners have been signed by parents/carers

Fortnightly

- ✓ Use allocated form time to meet with students for guidance and support
- ✓ Complete the monitoring form for allocated form tutor time

Occasional

- ✓ To participate and lead form assemblies when required
- ✓ To participate and contribute in the development and execution of Pastoral policies
- ✓ To lead and help organise form events, e.g. Form football tournament, charity events
- ✓ Organise elections e.g. form captains and school council
- ✓ Organise the effective management of the 'Form notice board'
- ✓ Collect reply slips
- ✓ Work checks
- ✓ Attend Year 6 New Parents' Welcome evening
- ✓ Assist in the year 10 option process