



## The Role of the Form Teacher / Tutor

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Tutor or form groups form the foundation of College life at St Dunstan's. Each pupil is a member of a tutor/form group which provides support and encouragement to the individual. While the Head of Section and Senior School Head of Year (HoS / HoY) also has responsibility for managing the whole College life of each pupil, Form Teachers/Tutors play a vital supporting role in ensuring the intellectual and social development of their tutees.

### SUMMARY OF FORM TEACHER/TUTOR TASK AREAS

- To encourage and monitor the academic progress of tutees
- To monitor the well-being of tutees
- To encourage participation in co-curricular activities
- To support the Heads of Houses in organising House events
- To attend regular Year Group meetings with the HoS/Senior School HoY
- To liaise with the parents of tutees
- To attend all parents' meetings (including parents' evenings and individual meetings)
- To fulfil administrative tasks as required
- To deliver Usherwood and Theme of the Week programme through tutor/form time activities

### ENCOURAGE AND MONITOR ACADEMIC PROGRESS

- Be available for tutees as the need arises
- Keep well-organised records of the progress of tutees
- Write tutor reports and proof-read tutee's reports
- Liaise with subject teachers should a problem emerge
- Help and advice when tutees make subject choices at GCSE, Year 12 and Year 13, where applicable (Senior School only)
- Give advice on strategies to improve academic performance
- Know to whom/when pupils should be referred for more specialist advice
- Understand the UCAS system and advise pupils on their choice of courses and on what to write in their personal statement (Sixth Form Tutors only)
- Write university references (Sixth Form Tutors only)
- Help with the administrative task of checking public examination entries, where applicable (Senior School only)

## **MONITOR THE WELL-BEING OF TUTEES**

- Notice changes of mood and/or behaviour of tutees and ask them about it
- Maintain open lines of communication with tutees, and if you are made aware of any well-being issues, try to resolve them, or pass them to your Head of Year
- Follow-up on any welfare concerns passed to you by other colleagues
- Act as a key person for tutees on Care List 1
- Enter MyConcern entries for concerns that arise and manage concerns allocated to you.

## **ENCOURAGE PARTICIPATION IN CO-CURRICULAR ACTIVITIES**

- Advise tutees on sport and activity choices
- Help tutees to discover and develop talents, and enable them to maintain a healthy lifestyle
- Encourage tutees to read widely and to take an interest in external events and news
- Provide support for tutees by attending concerts, plays and matches in which they are involved.

## **HOUSE EVENTS**

- Attend plays, concerts, sports events and other events organised by the Head of House.
- Be willing to initiate or support the running of House activities

## **LIAISING WITH PARENTS**

- Attend all parents' meetings and be in regular communication with the parents of tutees in conjunction with the HoS/Senior School HoY
- Attend Exam Results Days where possible and if applicable
- Attend Meet the Tutor evenings, Welcome Evening or any other relevant parent information evenings
- Attend New Pupil events

## **ADMINISTRATIVE TASKS**

- Complete your register each morning before 0830 (Senior School) or 0850 (Junior School).
- Regularly check the register for your tutees and follow up on codes 'L' (Late before register closes), 'U' (Late after register closes), and 'N' (no reason yet provided for absence). Update all 'N' codes with the correct reason for absence. Report findings to HoS/Senior School HoY where there are concerns.
- Regularly check your email and respond to any form teacher/tutor-related emails from parents or staff within one working day.

Reviewed – Michaelmas 2023

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- Keep records of communication from parents regarding pupil absence.

### **DELIVER TUTORIAL PROGRAMME**

- Deliver Usherwood, Theme of the Week and other sessions as arranged by your Head of Section or Year and outlined in the Senior School weekly tutor bulletin