



Job Description

Job Title: Tutor
Responsible to: Head of House & Assistant Head (Fourth / Fifth / Sixth Form)

All teaching staff (who do not hold a role with additional pastoral responsibilities) contribute to the pastoral life of the school as Tutors – the role is central in supporting pupils on their educational journey.

Where there is structural capacity for additional tutoring, members of Support Staff may apply to be a Tutor in addition to their primary role.

The core responsibility of the Tutor is to know each tutee as an individual and to develop a positive atmosphere within the group. The Tutor is the first port of call for parents / guardians, they may then signpost to other colleagues as appropriate.

Specific responsibilities

- Get to know the pupils in your Tutor Group and develop an understanding of their holistic progress (academic, co-curricular, social).
- Promote open communication with parents / guardians, early contact with families of new pupils is important and regular contacts via School Post are encouraged.
- Communicate regularly with the Head of House regarding any concerns or observations (use CPOMS).
- Support the Head of House, promote House ethos (attend House events with tutees) and aim to foster and maintain a warm and inclusive environment within the House.
- Ensure that morning registration provides a calm start to the school day – take the register at 8.30am in ISAMS, share notices as required, check on welfare and general uniform / appearance.
- To ensure that longer tutorial sessions are purposeful – a range of materials are provided centrally but Tutors are encouraged to personalise sessions through a range of discussions / fun activity / personal reading / mindful activity.
- Reinforce general school expectations in terms of punctuality, attitude, mobile phones, care of form rooms etc.
- Attend assemblies with tutees and monitor behaviour.
- Attend meetings with Head of House / Section Team as required.
- Support the Attendance Officer in following up as required, parents / guardians should complete an Absence Request Form (found on the My Child tab of the parent portal) for all planned absence.
- Ensure that appropriate notices are displayed in the Tutor Room each September.
- Carry out a weekly duty as per the staff rota.