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## Job Description

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

All teaching staff (who do not hold a role with additional pastoral responsibilities) contribute to the pastoral life of the school, most usually as a Tutor. The tutor 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

- Be aware of the Tutoring Standards and ensure that professional practice is line with these.
- Get to know the pupils in their Tutor Group and develop an understanding of their holistic progress (academic, co-curricular, social).
- Promote open communication with parents / guardians.
- Support the Assistant Head (Head of 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup>) in their strategic and operational priorities for the Section.
- Communicate regularly with the Head of House / Section Team regarding the progress of tutees as appropriate.
- Use CPOMS to note observations, actions, communications and to monitor and respond to any issues raised by other members of staff.
- 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 best suited to the group.
- Reinforce general school expectations in terms of punctuality, attitude, mobile phones, care of form rooms etc.
- Attend assemblies with tutees and monitor and respond to behaviour as appropriate.
- Attend meetings with Head of House / Section Team as required.
- Support the Attendance Officer in following up as required.
- Ensure that appropriate notices are displayed in the Tutor Room each September.
- Carry out a weekly duty as per the staff rota.
- Attend parent meetings and events as required.