

Brentwood Ursuline Convent High School



THE ROLE OF THE FORM TUTOR

A Form Tutor's role is central in both caring for students and, crucially, monitoring their progress both academically and socially; encouraging involvement, commitment, and high standards of work and behaviour. It is recognised by the school community that the understanding of being an Ursuline student with all that is expected flows from the tutors working with students every day proactively. The Form Tutor should be active in looking after the interests of the "whole child" and refer directly to "The Mission Statement of BUCHS." A Form Tutor should:

- Set the "tone" for the day, by creating a positive ethos, establishing/encouraging good student/teacher, Student/student relationships, and developing both a Tutor Group and a house and school spirit and identity.
- Encourage high standards of work, behaviour and uniform in students, and liaise with the Heads of Year over referred behavioural problems; look to reward achievements positively and implement, where necessary, appropriate sanctions.
- Promote, maintain and monitor the official records of attendance and punctuality. Ensuring notes are received concerning any absence and any absence of more than three days is checked with the Head of Year. Tutors should alert Heads of Year to any patterns of, or suspicious, absences.
- Actively supervise students in all Assemblies. Form Tutors are encouraged to help with the organization and to participate in all aspects of the assembly, including the daily 'act of worship'.
- Monitor and intervene in the effective use of the Student Planner. Tutors must look at and sign Planner on a regular basis, ideally every week.
- Be aware of friendship patterns, family structures, leisure interests, contents of student records, social development, problems at home/school and relationships with other students and staff.
- Monitor and review their students' current progress across the curriculum using all the data provided.
- Follow through concerns and issues about learning and effort when necessary with subject areas and parents, in consultation with the Subject Teacher.
- Keep parents fully involved regarding students' progress, including curriculum related or behavioural concerns.
- Assist the Heads of Year in distributing letters/notices and participate in Parents' Evenings and report writing as and when required.
- Ensure school policies, Health & Safety and Fire Drill rules are explained and upheld.