



The Vision 'A leader of education in Africa'

Summary of Role Description –Form Tutor

- Job Title:** Form Tutor
- Responsible to:** The Head of House or Head of Year 12/13
- Responsible for:** The pastoral welfare of a tutor group
- Role:** To provide academic and pastoral support to the form group

Particular duties	Main activities attributable to these duties
Supporting the ethos of the school	<ul style="list-style-type: none"> To ensure that students are familiar with school rules and policies, as outlined in the Students Handbook. To ensure that pupils in the tutor group comply with uniform regulations. To attend school functions involving the form group.
Pastoral support for members of the form group	<ul style="list-style-type: none"> To provide a first 'port of call' for staff who have concerns about pupils in your form group. To provide support to members of your tutor group who are experiencing difficulties with any area of school life in accordance with school policies To organise for school work to be sent home or to the medical centre in the case of long term absences. To monitor the academic and extra-curricular progress of students in the form group
Reporting	<ul style="list-style-type: none"> To write a form tutor's report for each member of your classes in accordance with the school reporting schedule and guidelines.
Meetings	<ul style="list-style-type: none"> To attend meetings concerning individual pupils in your form group. To attend meetings of form tutors. To attend meetings with parents of pupils in your form group.
Routine administrative tasks	<ul style="list-style-type: none"> To take the register every school day for attendance To check on reasons for absences and receive medical notes from parents or from the school nurse. To follow up on unexplained absences. To ensure correct and continual use of the student planner by pupils in your tutor group. To respond to circulars, questionnaires and returns demanded of you. To ensure that you pass on information regarding individual students.