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## THE MARCHES SCHOOL and TECHNOLOGY COLLEGE

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### THE ROLE OF THE FORM TUTOR

The Form Tutor has a crucial role to play in the development of the school. He/She has a daily contact with the pupils in the form and should play a major part in fostering positive approaches to work, to the school and in the community as a whole. The role is undoubtedly demanding in terms of commitment and in terms of time. Clearly, not all aspects of the job can be done at any one time. Form tutors need to keep a sense of balance and work at the various elements of the role as part of an ongoing process throughout the course of the school year.

The role of the form tutor is a key one in setting the tone for the day ahead and ensuring a calm, disciplined beginning. If colleagues set the same standards of pupil expectation then life is simpler for everyone. As a matter of course form tutors should adhere to the following job description:

#### **ADMINISTRATION**

##### **Registration**

- To mark registers correctly
- To collect and record absence letters
- To monitor pupil attendance records
- To alert pastoral staff to lateness and patterns of absence

##### **General Duties**

- Organise the form notice board
- Record reward: form points  
merit certificates  
stickers, etc
- Fundraising
- Electing form officials
- Provide information, informing colleagues and management about issues affecting pupils
- Collect reply slips
- Complete Records of Achievement
- Collect money
- Attend year team meetings
- Organise form teams
- Attend half-year and year group assemblies
- Communication using the pupil bulletin

## **Links to Learning**

- Assess pupil progress through the medium of pupil contact, parent contact, various meetings and reports
- Ensure pupils do not wander during registration
- Pupils should sit in class, remove coats and maintain a calm, purposeful atmosphere
- Escort pupils to assembly and ensure that they enter quietly with coats already removed. Form tutors should sit with their forms ensuring good behaviour
- Form tutors are the focus of the school organisation for the tutor group. It is important to encourage positive communication between home and school, whilst liaising with Heads of Year, AHOYs, subject staff and Heads of Department
- Time spent with the form enables form tutors to monitor general progress and encourage a positive outlook to schoolwork. Pupils should be praised whenever possible and discussions held with the form and individuals about their work
- Those with problems will need help and encouragement to achieve their potential
- Implement the planned registration activities, which include informing, reinforcing and using the Code of Conduct

## **Form teachers have a central role in clarifying to pupils the consequences of infringing the school's expectations of behaviour.**

- Check Personal Organisers – use, condition, entries etc
- Uniform
- Essential equipment
- Citizenship topics
- Examination administration
- Revision topics
- And other material, which is year group specific

## **Support and Guidance**

- Observation of pupils' behaviour, appearance, friendships. Any significant changes are likely to require action or intervention
- Counselling, both formal and informal
- Induction of new pupils
- Negotiating – form tutors should have a detailed knowledge of their form members and therefore have a central role to play in the negotiations involved in forming a behaviour contract. The contract should focus on specific behavioural problems and it should offer accrued benefits for achieving the stated goals, maintaining a balance between rewards and sanctions

## **Other Duties**

It is the school's policy for form tutors, wherever possible, to take forms through the school from Year 7 to Year 11. During that time specific duties will need to be undertaken. These include:

- Induction Day in Year 6
- New Parents' Evening
- Close monitoring of new pupils

- Induction of form into school ethos
- Use of Year 11 helpers
- Teaching of PSD programme
- Involvement with option choices
- Administration regarding SATs
- Writing NRA material
- Monitoring completion of college/work applications and coursework

### **Monitoring of the Form Tutor Role**

By SMT – Two visits per term to line managed year group to monitor Personal

Organisers and registration activities. Evidence of activity to be found in pupils' citizenship folders and weekly Personal Organiser check sheet.

By HOYS – Communication of targets, activities, priorities etc at weekly team briefings.

Weekly visits to forms to look at form activities, personal organiser surveys.

Reading of form tutor comment in ROAs (at least once a year).

Monitoring of attendance at assemblies (twice a week).

By AHOYS - Completion of registers, work on attendance monitored weekly during meeting with EWO; almost daily via attendance check sheets, queries about individual pupils and daily pastoral business.

Registers also monitored daily by JG through contact with parents, attendance check, discussions with EWO and AHOYs.

JG/HCB  
15.01.03

# WHAT ARE FORM TUTORS FOR?

## Administration

Registration

Reports and ROAs

Monitor attendance

Communication with pupils,  
Parents and colleagues

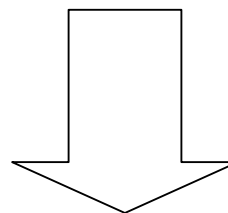
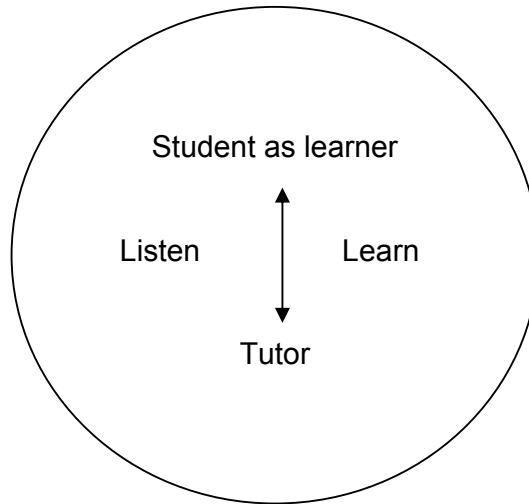
## Links to Learning

Structured form time

Monitor progress and  
achievement

Review performance  
with pupil

Counselling and guidance



Maintain motivation  
Enjoy learning and school life  
Reach maximum potential