

Roles and Responsibilities of the Form Tutor(s)

Tutors are Mentors for their forms. Tutors are to develop a close relationship with their form. Students must feel that their tutor is calm, warm and easily approachable. They should be able to confide with their tutor. If students are finding something difficult, then they should be confident that their tutor would be able to guide them correctly in line with the school ethos.

Stated below, what is required from a Form / Co Tutor:

1. Must be on time. This sets high expectations from the start of the day
2. Record and Monitor Register
 - Take the register correctly.
 - Keeping the register in a clean order.
 - *Tippex* must **not** be used.
 - Must make sure all the columns are filled in appropriately.
 - Always being consistent in updating the register.
 - Tutor to administer *notes* from parents regarding absent pupils.
 - To telephone pupil's home when necessary. This may be due to concerns regarding academic performance, uniform, behaviour, punctuality, attendance, equipment, healthy lunch and Pupil Planners
 - To award positive reward (Mashallah) points on Bromcom weekly for Attendance, Punctuality, planners, uniform, contribution to Tutor period activities, reading afternoon etc.
3. Discipline Procedure
 - Pupils in breach of school's rules and regulations must be disciplined in line with the Schools Behaviour Policy.
 - Must be consistent in dealing with misbehaviour.
 - Liaise with subject teachers to resolve any issues with Tutees
 - The form tutor is responsible to administer after school detentions for Pastoral related issues.
 - It is the form tutors' responsibility that parents are given appropriate notice when detentions are set. (*See Behaviour Policy*).
4. SEND & IEP's

Tutors will lead on developing and reviewing pupil IEP's for SEND pupils in their Tutor group. These will be reviewed on a termly basis with the support of the Inclusion Manager/SENCO.
5. Behaviour Reports
 - It is the responsibility of the Form Tutor to accurately administer '**Monitoring Behaviour Reports**'.
 - Form Tutor is to liaise regularly with the parent, informing them of the progress and or any concerns regarding their child.
 - Parent may need to be called into school to discuss their child's progress if necessary.

- Tutors to liaise with subject teachers to set subject specific targets on Reports

Pupil Referral (PR)

- All referrals to Tutors' must be actioned within 1-2 days of receiving notification. Tutors will need to liaise with SLT for further action.
- SLT for Behaviour will monitor weekly records of each class and inform Tutors of any further referrals or issues. Tutors will need to respond with appropriate sanctions as set out in School Behaviour Policy
- Tutors to take full responsibility to develop IEP's for Tutees liaising with the SENCO

Well-being

6. It is of paramount importance that the Form Tutor must pay particular attention to the welfare, health and the wellbeing of their pupils. Tutors may need to discuss issues with other staff or professionals regarding their pupil's progress or concerns from time to time. Tutor must refer all safeguarding issues to Designated Safeguarding Leads (DSL) if concerns are raised

Parents Evening / Meetings

7. Tutor to attend all Pupil Progress Review meetings with parents throughout the year.
- 8. Tutor Daily Rota:**
 - To perform Salah with Tutor Group
 - To conduct tutor period, extended Tutor period and any other Careers & SMSC activities
 - To perform class assembly with their tutor groups as per Rotas
 - To present the Hadith of the Week and commentary on daily basis in Tutor period
 - To check and sign Pupil Planners weekly ensuring pupils are entering homework as per timetable
 - To carryout weekly equipment and healthy lunch checks

Bullying

9. Bullying is a very important issue and is one of the main causes in the deterioration of the child's school life. DO NOT ignore a child who is suffering from bullying. It may be necessary to converse with some pupils individually. Please keep in mind confidentiality of matters discussed. (See Anti-Bullying Policy)

Uniform

10. Uniforms must be checked regularly. Being consistent in implementing the correct uniform will materialise in a well-uniformed and smart class, Inshallah.
11. Form Tutors are to take pride in their class. Make the pupils feel they care about their progress and welfare in school. Just listening to a complaint does do wonders. Do not ignore or brush away any complaint. Tutor must follow the school Child Protection, Anti-Bullying & Safeguarding Policy. Ensure points are noted and recorded and passed on to the Designated Safeguarding Lead.

When advising pupils, ensure your guidance is sound in line with the latest KCSIE guidance. Please do seek guidance and assistance from DSL and SMSC Coordinators as required.