

## **JOB DESCRIPTION**

<b>JOB TITLE: FORM TUTOR</b>	
<b>Location:</b>	Moor Park High School and Sixth Form Moor Park Avenue, Preston, PR1 6DT
<b>Salary/Grade:</b>	Main Pay Grade/Upper Pay Grade
<b>Responsible to:</b>	Headteacher
<b><u>JOB PURPOSE</u></b> To create a positive ethos and an environment in which students are enabled to become mature and industrious, accepting responsibility for their own actions. To develop mutually respectful relationships with each student in the tutor group.	
<b>MAIN DUTIES/RESPONSIBILITIES</b>	
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• To build relationships with all students and be available when needed to listen and offer support and encouragement.</li> <li>• To be vigilant and take an active interest in student emotional health and well-being and alert the relevant staff of any concerns.</li> <li>• To monitor the academic progress of each student using data and alert relevant subject staff and/or the key stage deputy headteacher if there are any areas of concern.</li> <li>• To maintain high standards within the form including monitoring attendance, punctuality, uniform, homework, attitude and behaviour.</li> <li>• To deliver the daily tutor programme including PSHE and careers.</li> <li>• To ensure the accuracy of registers and inform the pastoral team of any patterns of lateness/absence.</li> <li>• To deal with routine administration.</li> <li>• To disseminate school information, including timetables, and messages from other staff.</li> <li>• To write annual tutor reports and any special reports or references as required.</li> <li>• To attend parents' consultations and weekly year team meetings.</li> <li>• To make routine contact with parents in liaison with the key stage deputy headteacher/pastoral team.</li> </ul>
<p>Employees are expected to take part in the appraisal process and attend appropriate skills training/performance development as required.</p> <p>Employees are expected to work within school policies and procedures.</p> <p>Employees are expected to support the ethos of the school.</p> <p>Employees are expected to be aware of the confidential nature of issues related to home/pupil/teacher/school work in line with Child Protection, Safeguarding and GDPR.</p>	

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community.

Valuing Diversity – to accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the school.

Equal Opportunities - we are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Customer Focus - we put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Health & Safety - all employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment - this school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of School organisation.

**Signature of post holder** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Headteacher:** \_\_\_\_\_ **Date** \_\_\_\_\_