



THE ROLE OF THE TUTOR

Tutor groups form the foundation of Senior School life at St Dunstan's. Each student is a member of a tutor group which provides support and encouragement to the individual. While the Head of Section and Head of Year (HoS / HoY) also has responsibility for managing the whole College life of each pupil, Tutors play a vital supporting role in ensuring the intellectual and social development of their tutees.

SUMMARY OF TUTOR TASK AREAS

- To encourage and monitor the academic progress of tutees
- To monitor the well-being of tutees
- To encourage participation in co-curricular activities
- To support the Heads of Houses in organising House events
- To attend regular Year Group meetings with the HoS/HoY
- To liaise with the parents of tutees
- To attend all parents' meetings (including parents' evenings and individual meetings)
- To fulfil administrative tasks as required
- To deliver Usherwood and Theme of the Week programme through tutor time activities

ENCOURAGE AND MONITOR ACADEMIC PROGRESS

- Be available for tutees as the need arises
- Keep well-organised records of the progress of tutees
- Write tutor reports and proof-read tutee's reports
- Liaise with subject teachers should a problem emerge
- Help and advise when tutees make subject choices at GCSE, Year 12 and Year 13, where applicable
- Give advice on strategies to improve academic performance
- Know to whom/when pupils should be referred for more specialist advice
- Understand the UCAS system and advise pupils on their choice of courses and on what to write in their personal statement (Sixth Form Tutors only)
- Write university references (Sixth Form Tutors only)
- Help with the administrative task of checking public examination entries, where applicable

MONITOR THE WELL-BEING OF TUTEES

- Notice changes of mood and/or behaviour of tutees and ask them about it
- Maintain open lines of communication with tutees, and if you are made aware of any well-being issues, try to resolve them or pass them to your Head of Year
- Follow-up on any welfare concerns passed to you by other colleagues
- Act as a key person for tutees on Care List 1
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- Enter MyConcern entries for concerns that arise and manage concerns allocated to you.

ENCOURAGE PARTICIPATION IN CO-CURRICULAR ACTIVITIES

- Advise tutees on sport and activity choices
- Help tutees to discover and develop talents, and enable them to maintain a healthy lifestyle
- Encourage tutees to read widely and to take an interest in external events and news
- Provide support for tutees by attending concerts, plays and matches in which they are involved.

HOUSE EVENTS

- Attend plays, concerts, sports events and other events organised by the Head of House.
- Be willing to initiate or support the running of House activities

LIAISING WITH PARENTS

- Attend all parents' meetings and be in regular communication with the parents of tutees in conjunction with the HoS/HoY
- Attend Exam Results Days where possible and applicable
- Attend Meet the Tutor evenings
- Attend New Pupil events

ADMINISTRATIVE TASKS

- Complete your register each morning before 0830.
- Regularly check the register for your tutees and follow up on codes 'L' (Late before register closes), 'U' (Late after register closes), and 'N' (no reason yet provided for absence). Report findings to HoS/HoY biweekly.
- Regularly check your email and respond to any tutor-related emails from parents or staff within one working day.
- Keep records of communication from parents regarding pupil absence.

DELIVER TUTORIAL PROGRAMME

- Deliver Usherwood, Theme of the Week and other tutor sessions as arranged by your Head of Year and outlined in the weekly tutor bulletin