

Roles and Responsibilities of the Form Tutor

The Form Tutor is the Mentor for his form. Tutor to develop a close relationship with his 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 school ethos and Islamically correct.

Stated below, what is required from a Form Tutor:

1. Must be on time.
2. Register & Punctuality
 - 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.
3. Discipline Procedure
 - Pupils in breach of school's rules and regulations must be disciplined in line with the Schools Discipline and Behaviour Policy.
 - Must be Consistent in dealing with misbehaviour.
 - The form tutor is responsible to administer after school detentions for Pastoral related issues.
 - It is the form tutors responsibility that the parents are given appropriate notice when detentions are set. (*See Discipline and Behaviour Policy*).
4. Reports
 - It is the responsibility of the Form Tutor to accurately administer '**Monitoring Behaviour Reports**'.
 - Form Tutor is to liaise regularly with the parent of the pupil, informing them of the progress and or any concerns regarding their child.
 - Parent may be called into school to discuss their child's progress if necessary.
5. Pupil Referral (PF)
 - Pupil Referral must be completed in full with appropriate further actions to be noted and followed up immediately. All referrals to Tutors' must be actioned within 1-2 days of receiving notification. Tutors will need to liaise with Head of Pastoral for further action.

Responsible: M S Adia

Reviewed : 02/11/09

Forum: SM

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- Head of pastoral will monitor weekly records of each class and inform Tutors of any outstanding or incomplete PF's. Tutors will need to respond to such enquiries immediately within a day providing valid reasons for non-action and a time frame for completing all outstanding incidents.
6. It is of paramount importance that the Form Tutor must pay particular attention to the welfare and the wellbeing of their pupils, be it spiritually, academically or health wise. Tutors may need to discuss issues with other subject teachers regarding their pupil's progress or concerns from time to time.
 7. Tutor to attend Pupil review evening with parents once a year.
 - 8. Tutor Daily Rota:**
 - To perform Salah with Tutor Group.
 - To conduct tutor assemblies every Monday and Thursday
 - To perform one assembly per term with their tutor groups.
 - To present the Hadith of the Week and commentary on daily basis
 - To check and sign homework diaries weekly ensuring pupils are entering homework as per timetable
 - To carryout weekly equipment checks
 - To, or appoint a class monitor to, administer the WOW Calendar each week on Fridays.
 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.
 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 that you do care about their progress and welfare in school. Just listening to a complaint does do wonders. Do not ignore or brush away a complaint. Do investigate if necessary into the complaints. Ensure points are noted and recorded if necessary.

When advising pupils, ensure your guidance is sound and have an Islamic nature. Please do seek guidance and assistance from Head of Pastoral as required.