



theHammond

COLLEGE TUTOR GUIDANCE POLICY

2023 - 2024

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES

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The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

1. Introduction

The College Form Tutor Guidance Policy outlines the responsibilities, expectations, and guidelines for tutors at The Hammond. Tutors play a crucial role in the holistic development of students, fostering their personal, academic, and social growth. This policy aims to establish a framework for effective tutorship and enhance the overall educational experience for our students.

2. Role of the Tutor

Tutors at The Hammond are responsible for the overall well-being and academic progress of their assigned form group. The primary roles and responsibilities include:

- a. **Pastoral Care:** Tutors serve as a primary point of contact for students' pastoral concerns. They provide guidance, support, and a listening ear to students, fostering a positive and inclusive atmosphere within the form group.
- b. **Academic Support:** Tutors monitor and support students' academic progress, offering guidance on study skills, time management, and subject choices. They work closely with subject teachers and the senior leadership team to identify and address any academic challenges.
- c. **Communication:** Tutors facilitate effective communication between the school, parents/guardians, and students. They provide regular updates on students' progress, behaviour, and achievements, fostering a strong home-school partnership.
- d. **Attendance and Punctuality:** Tutors monitor and record student attendance and punctuality. They work with the school's administrative staff to address any attendance-related issues promptly.
- e. **Wellness and Safeguarding:** Tutors are vigilant in identifying signs of student well-being concerns or safeguarding issues. They follow the school's safeguarding policies and procedures to ensure the safety and welfare of students.

3. Expectations for Tutors

- a. **Professionalism:** Tutors are expected to maintain a high level of professionalism in their interactions with students, parents, colleagues, and school administration.
- b. **Commitment:** Tutors are committed to providing timely and accurate information to students and parents, attending scheduled meetings, and training sessions, and fulfilling their responsibilities with dedication.
- c. **Personal Development:** Tutors are encouraged to engage in professional development opportunities to enhance their skills in areas such as pastoral care, communication, and mentoring.
- d. **Confidentiality:** Tutors must respect the confidentiality of sensitive information shared by students and families and adhere to the school's data protection policies.

e. Inclusivity: Tutors create an inclusive and respectful environment where every student feels valued and supported, regardless of their background, abilities, or interests.

4. Support and Training

a. The Hammond provides regular training and resources to equip tutors with the necessary skills and knowledge to fulfil their roles effectively. Training is given at INSET (September) and throughout the year at staff meetings and through 1-2-1 support from the pastoral team.

b. New tutors undergo an orientation program to familiarise themselves with the school's policies, procedures, and expectations.

5. Monitoring and Evaluation

a. The performance of tutors is evaluated through regular assessments, feedback from students, parents, and colleagues, and their overall contribution to the well-being of the form group.

b. Continuous improvement is encouraged, and tutors receive guidance and support to enhance their practice.

6. Programme of Support and Schemes of Work

A comprehensive scheme of work and support has been created for tutors to use, and should be reviewed at least annually. The subject content has been included to support the specific needs of students at The Hammond and we welcome student and parent feedback in further developing the programme.

Policy Details

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