

UTC READING

Tutoring Policy

Introduction

UTC Reading students will have an academic and pastoral tutor in either Key Stage 4 or Key Stage 5. The tutor has a crucial role to play in the development of the students in their charge. He/She will have regular contact with the students in the form and should play a major part in fostering positive approaches to work, to the UTC and in the community as a whole. The role is undoubtedly demanding in terms of commitment and in terms of time. Clearly, not all aspects of the job can be done at any one time. Tutors need to keep a sense of balance and work at the various elements of the role as part of an on-going process throughout the course of the UTC year.

Aims

The role of the tutor is a key one in setting the tone and ensuring a calm, disciplined atmosphere. If all colleagues set the same standards of student expectation then life is simpler for everyone. Tutors should adhere to the following job description:

Administration

Registration

- To collect and record absence letters.
- To monitor student attendance records.
- To alert pastoral leads patterns of absence and lateness.

General Duties

- Provide information, informing colleagues and management about issues affecting students.
- Attend pastoral meetings with the designated Key stage team.
- Attend and support good behaviour during Pastoral and whole UTC assemblies.
- Checking student's awareness of key dates and information.
- Communication to parents and students using email and Yammer.

Links to Learning

- Encourage positive, supportive and regular communication between home and UTC, whilst liaising with subject teachers, Subject Co-ordinators, Directors of Subjects, and SLT.
- Assess student progress through the medium of student contact, parent contact, various meetings and reports and offer support when tutees demonstrate a lack of progress across multiple subjects.

- Time spent with the student enables tutors to monitor general progress and encourage a positive outlook to UTC work. Students should be praised whenever possible and discussions held with the student about their work.
- General help and support for students facing difficulties or issues.
- Support with the delivery of the pastoral programme which incorporates citizenship, PSHCE and Religious Education topics.
- Support with examination administration and organisation.

Support and Guidance

- Observation of student's behaviour and friendships. Any significant changes or issues are likely to require action or intervention.
- Support student with excellent business attire – e.g. ensure student wears lanyard at all times and outdoor coats removed in classrooms at all times.
- Informal counselling of students and recommendations to Pastoral lead if tutor feels that tutee needs formal counselling or mental health support.
- Support with induction of new students.
- Support students with effective use of Independent Learning Time and technology for learning.
- Negotiating – Tutors should have a detailed knowledge of their tutees and therefore have a central role to play in the negotiations involved in forming a behaviour contract if needed. The contract should focus on specific behavioural problems and it should offer accrued benefits for achieving the stated goals, maintaining a balance between rewards and sanctions.

Other Duties

It is UTC's policy for tutors, wherever possible, to take students through the UTC from Year 10 to Year 13 (however, at times it could be more suitable for students to be transferred to other tutors). During that time specific duties will need to be undertaken. These include:

- Parents evening and meet the tutor evening.
- Close monitoring of new students.
- Induction of tutees into UTC ethos.
- Monitoring completion of University/college/work applications and coursework.

Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of UTC's Tutoring Policy.

Date created: April 2013

Dated agreed: April 2013

Date of Review: April 2016

Next Review: April 2020