



TUNBRIDGE WELLS GRAMMAR SCHOOL for BOYS

Job Description for Group Tutor

Core Purpose

The Core Purpose of a Group Tutor is to lead and support students in their group to maximise their total development: academic, physical, social, moral and spiritual.

The post holder will:

- Report to the Head of Year.
- Carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991.

The Role of the Group Tutor is in four parts:

The Intellectual

- Offers guidance by academic mentoring
- Has high expectations of their students

The Affective

- Shows a personal interest in their students
- Creates a warm and supportive climate
- Demonstrates respect
- Makes frequent use of praise and encouragement

The Social

- Promotes co-operation within the Tutor Group
- Provides opportunities and encourages both competition and democracy

Managerial

Deals with the following matters:

Attendance:	maintains the register and monitors attendance bringing concerns to the attention of the Head of year
Uniform:	checks daily
Planners:	checks and signs these weekly
Tutor Group Board:	ensures this is displayed effectively and tidily
Assemblies:	accompanies students to, and participates in, as required
Health and Safety:	reports defects and possible hazards promptly
Monitoring:	identification of problems and liaise with Head of Year
Academic Profile:	writes Group Tutor and PSHE profiles as required