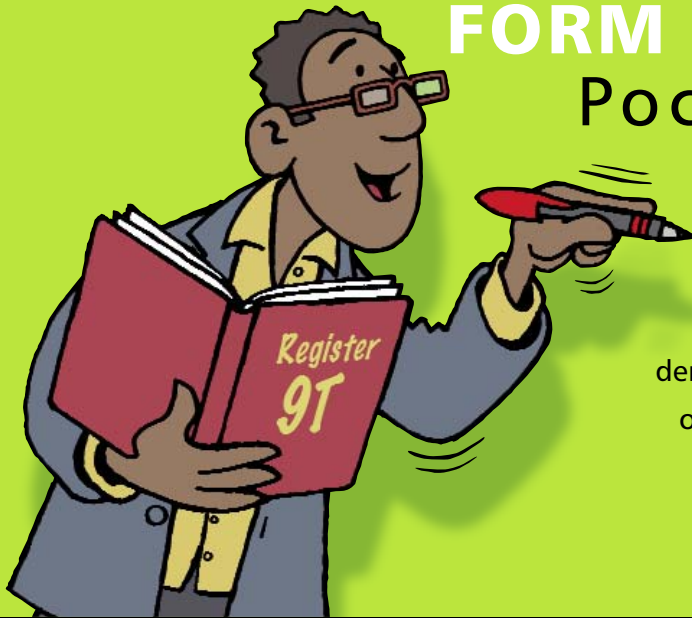


# FORM TUTOR'S Pocketbook



A pocketful of tips  
and techniques to  
guide you through the  
demands and practicalities  
of running a tutor group

**Roy Watson-Davis**

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### **TEACHERS' POCKETBOOKS**

LAUREL HOUSE, STATION APPROACH,  
ALRESFORD, HAMPSHIRE SO24 9JH UK

Telephone: +44 (0)1962 735573

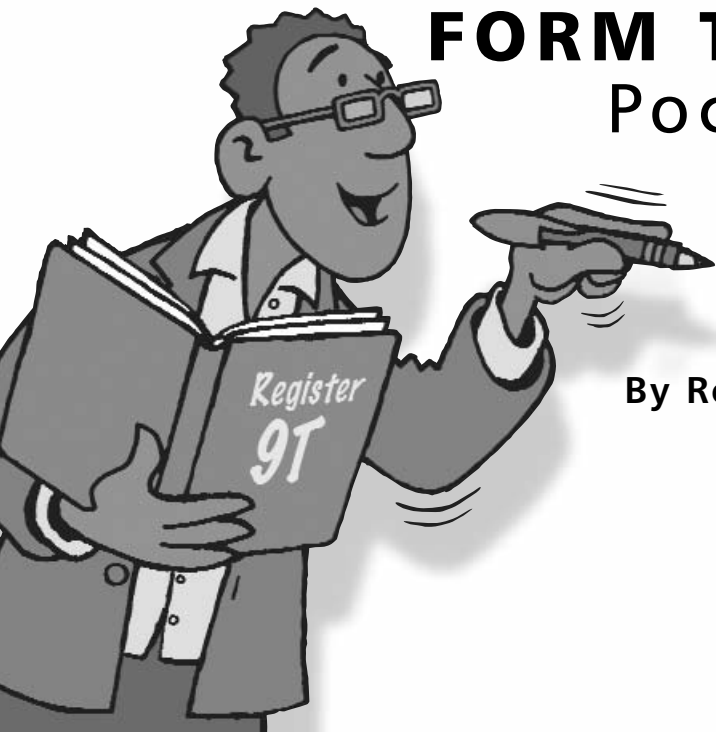
Facsimile: +44 (0)1962 733637

E-mail: [sales@teacherspocketbooks.co.uk](mailto:sales@teacherspocketbooks.co.uk)

Web: [www.teacherspocketbooks.co.uk](http://www.teacherspocketbooks.co.uk)

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By Roy Watson-Davis

Cartoons:  
Phil Hailstone

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**Teachers' Pocketbooks**

Laurel House, Station Approach,  
Alresford, Hampshire SO24 9JH, UK

Tel: +44 (0)1962 735573

Fax: +44 (0)1962 733637

E-mail: [sales@teacherspocketbooks.co.uk](mailto:sales@teacherspocketbooks.co.uk)

Website: [www.teacherspocketbooks.co.uk](http://www.teacherspocketbooks.co.uk)

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# Introduction

A key role in any school is that of form tutor. As a form tutor you are asked to lead the development of your students, instil into them good habits and routines, support colleagues in their attempts to educate and discipline your tutees, and act as some kind of uber counsellor as you guide your form through a wide range of social challenges. Yet, for this you receive very little training, with the role too often treated as some kind of minor 'bolt on' to subject teaching, something you can happily (and miraculously) pick up as you go along. The purpose of this book is to redress this imbalance, outline the key areas of the job, and to act as a practical guide to support you in the role.

With the current move to use non-teaching staff in pastoral roles, this book will also be useful if you are coming to tutoring from a different perspective, perhaps as a learning mentor or teaching assistant.



**What Do  
They Want  
from Me?**



**Routines  
and Admin**



**Working with  
Parents and  
Carers**



**Pastoral  
and Social  
Development**



**Effective  
Target  
Setting**



**Ideas for  
Tutorials**



**Professional  
Development**



# What Do They Want from Me?

# The big picture



Within a school, the form tutor's role is exciting and positive because it is dynamic. What started out largely as an administrative role involving taking registers and reading out notices, has evolved into something far more central to raising student achievement and looking after their welfare. As pastoral concerns gained a higher profile, the form tutor took on more specific issues linked to social development, often delivering PSHE material as an essential part of their job. In some schools this was extended further, the tutor embracing citizenship issues linked to producing rounded students aware of their social responsibilities.



# The big picture



Over recent years, the form tutor role has undergone another sea change, with the emphasis moving away from administrative routines towards academic and social target setting. As the idea of 'assessment for learning' has become central to school and student progress, the form tutor has been seen as key to successfully nurturing this idea. Uniquely of all teachers, the form tutor has the ability to overview a student's progress across all subjects, and to work with that student to set appropriate and achievable targets. So, as a form tutor you will play a key part in how your tutor group see themselves as learners, and you will have the ability to positively shape their development as students.

# Perspectives



For a wider perspective it is useful to see how various people in education view the role. Looking at differing opinions will help you develop your tutoring skills while keeping a weather eye on the range of expectations of you. All form tutors will have a line manager to offer support and advice, but the exciting aspect of the role is that you can develop it to suit your own personal ideas and approaches.



# Experienced teachers



Experienced teachers' views of form tutoring seem to fall into two distinct camps. The first, and largest, is the group that sees it as a necessary evil that gets in the way of their 'real' task – to deliver a subject. This may actually be a response to the fact that training and support needs are not being met and so the role is not given status. This book will help address those issues. The second, smaller group is of people who often make a career within the pastoral system. They embrace the role and see it as vital.

You will be part of a year team made up of a mix of the two points of view, the biggest issue being your delivery of tutorial/PSHE lessons. As form tutor you will be asked to deliver a range of pastoral topics well outside your comfort zone and subject specialism.

There is one constant though: those teachers who grudgingly undertake a form tutor's role will expect instant support from you if one of your tutees causes problems in their lessons!