



Board of Management St. Ciarán's Community School



The Role of the Class Tutor

The role of a Tutor is an important one. They are the first to greet the students in the morning and get their day off to a good start and they are the first point of contact for students. Their primary responsibility as Tutor is to build positive relationships and to model behaviour that promotes respect, responsibility and resilience."

- *The Tutor has responsibility for the pastoral care and wellbeing of each member of the class.*
- *The Tutor has a key role in creating a positive culture within the school community*
- *To be a role model – show them the way in terms of organisation, punctuality and how to interact in large social groups.*
- *To provide a positive relationship with a significant adult and encourage mutual respect.*
- *To make them feel safe – schools may be a daunting prospect for many students, so the tutor is key to making them feel safe and secure.*
- *To be consistent and fair, and act as a mediator for the students in the group – young people fall in and out of friendship groups all of the time, so they need support with how to deal with this.*
- *To listen – being a teenager is difficult, bringing a range of issues, a listening ear will always help and support student wellbeing.*
- *To address student issues and promote resilience and help them deal with the transitions that occur during their time in school.*
- *To consult appropriately – the Tutor will liaise with and refer to the appropriate student support structures within the school as needed.*
- *To meet with the Year Head – ensuring that there is a consistent approach to student development and wellbeing.*
- *To have very high expectations of the individual tutor group – the tutor sets the tone for the day and embeds the ethos of the school.*
- *To focus students' minds on achievement through learning – helping to monitor and support students' progress at various points in the year*
- *To monitor – the Tutor will monitor the use of the student journal, take daily registration and monitor attendance and punctuality to keep students on track.*

Written requests to leave school during the school day will be signed by the tutor during the tutorial class each morning.

- *To encourage good study skills.*
- *To motivate students* – helping to build a sense of pride in their class and school community as reflected in the Mission Statement.
- *To praise* – the Tutor will find ways in which to acknowledge and reward excellence and effort.

This policy has been ratified by the Board of Management of St Ciarán's Community School at its meeting on:

20/3/2018

Signed: Ger Sullivan
Chairperson
Board of Management

Signed: Francis Lafferty
Principal

Date: 20/03/2018

20/3/2018

Date of next review: March 2020