



The Braybrook Centre

The Role of Form Tutor/ FAST Support Worker(s)

Pastoral Care ~ Support & Guidance

Safeguarding Communication Attendance Uniform Behaviour Tutor Time Tutor Time Programme

The role of the Form Tutor is vital to the efficient running of Lawnswood Campus and Tutors offer guidance, support and encouragement throughout the student's time with us. The Tutor/ FAST support worker should be the first person to whom a young person will turn to for help or advice, although it may sometimes be necessary to refer the matter to the Head of Centre. It is through regular daily contact that unobtrusive care is exercised. Tutors must 'own' their tutees and do everything they can to ensure that their safeguarding (health, safety and welfare) is the main priority. The main functions are as follows:

A. SAFEGUARDING

- Ensure the health, safety and welfare of tutees
- Complete Safeguarding Concern forms for tutees if there are safeguarding concerns
- Attend CAMHS meetings to support tutees
- Identify counselling needs
- Share any Safeguarding concerns at the Debrief at the end of every day

B. COMMUNICATION

- Contact with home regularly via phone calls or emails
- Contact with transition schools regularly via phone calls or emails
- Contact with external agencies when necessary via phone calls, text or emails
- Write termly tutor comment reports
- Share any communication concerns at the Debrief at the end of every day

C. ATTENDANCE

- Analyse weekly attendance data
- Identify patterns of lateness and absence weekly and take SWIFT action with the Attendance Officer
- Attendance display in classroom which is updated monthly
- Share any attendance concerns at the Debrief at the end of every day

D. UNIFORM

- Ensure that tutees wear the correct uniform and that it is addressed in Tutor Time
- Contact home if uniform is becoming an issue via phone call, text or emails
- Support tutee to have correct uniform
- Share any uniform concerns at the Debrief at the end of every day

E. BEHAVIOUR

- Discuss Learning and Behaviour STAR Planner during Tutor Time
- Encourage tutees to follow Behaviour Expectations – Racy, Respectful, Safe
- Nominate tutees for Rewards lunch for Attendance, Behaviour or Learning improvement
- Support tutees in restorative conversations after behaviour incident
- Keep a record of STAR points for tutor group awards

- Encourage tutees involvement in eating lunch and lunchtime activities
- Phone parents/carers regarding challenging behaviour and test parents for positive behaviour
- Share any behaviour concerns at the Debrief at the end of every day

F. TUTOR TIME

- Settle tutees and give them an opportunity to talk, laugh, give praise, encourage reflection, build trust and relationships
- Ensure Tutor Time Slide is on display
- Talk about STAR logs during form and greet with morning praise
- Follow the timetable of Tutor Time activities in Personal Development TEAMS channel
- Use Picture News each week
- Ensure you have different reading materials for Reading time
- Read EHCP and know tutees outcomes
- Read PEP for CAYPIC and know tutee outcomes
- At the end of Tutor Time ensure tutees feel listened to and ready to learn
- Inform staff of tutee birthdays and sort cards and cake
- Know your tutees and share with staff any barriers to learning and strategies that are needed to support on the Behaviour Boards
- Share any Tutor Target Time concerns at the Debrief at the end of every day
- CHAMPION your tutees at all times!