

<i>Take and maintain accurate registers</i>	<i>Collect and record reasons for absence.</i>	<i>Notify year heads of persistent, or patterns of absence/lateness.</i>
<i>Remedy problems relating to lateness and absence.</i>	<i>Distribute letters to parents.</i>	<i>Pass on messages from staff.</i>
<i>Meet parents over matters of concern</i>	<i>Take responsibility for meeting with parents and outside agencies.</i>	<i>Check reports and monitor quality of information going home.</i>
<i>Discuss reports with students and set targets for the future.</i>	<i>Prepare references, testimonials, reports to outside agencies / employers.</i>	<i>Advise students on careers and CV / Personal Statement writing.</i>
<i>Know the strengths / interests / needs of each member of the form.</i>	<i>Understand academic abilities and out of school activities and interests of the form.</i>	<i>Give ongoing feedback / praise in recognition of achievements.</i>
<i>Attend assembly - supervise form group in and out of the hall.</i>	<i>Reinforce whole school issues / priorities.</i>	<i>Check student planners to monitor homework.</i>
<i>Help students to improve personal organisation - including filling in planner.</i>	<i>Follow up homework problems with subject teachers and/or parents.</i>	<i>Deliver the PSD programme.</i>
<i>Attend / support whole school events (concerts / plays / competitions etc)</i>	<i>Actively promote participation in whole school events.</i>	<i>Write tutor reports to celebrate achievement and set targets</i>
<i>Issue detention slips / red cards.</i>	<i>Manage uniform expectations. Check and correct.</i>	<i>Contact parents to follow up pastoral issues.</i>
<i>Report back on attendance & punctuality</i>	<i>Answer / return phone calls from parents / carers.</i>	<i>Monitor behaviour records and/or reports.</i>