



## PERSONAL TUTORING

Every student at Strode's College has a personal tutor who provides pastoral and academic support and should be the first port of call if there is a problem.

Personal tutors will:

- Listen to tutees' concerns and problems.
- Monitor tutees' progress.
- Follow-up on problems with attendance, punctuality and homework, and help the student to find solutions.
- Meet with tutees if a subject teacher reports issues a 'cause for concern' warning, particularly if it is in more than one subject
- Refer tutees to Tutor Team Leaders and Heads of Department where concerns persist (e.g. if a tutee receives a cause for concern in two or more subjects).
- Help tutees manage their work load effectively and set themselves targets (one-to-one meetings with tutees to agree Individual Learning Plans – 'ILPs' which are then inputted onto the system.
- Help tutees to develop the study skills and revision skills they need to succeed on their courses.
- Refer tutees for specialist advice and help where necessary (E.g. college counsellors, careers and S4L support).
- Liaise with teachers and parents/carers where appropriate.
- Help tutees to develop their personal, social and citizenship skills particularly through the group tutorials.
- Support and encourage tutees to update their ILP with information relating to additional activities; for example, involvement in sports, student ambassadors, the Student Union or other representative structures.
- Compile references (for jobs and university).