

Key Stage 5 Tutor TOR

High Expectations coupled with High Support

At UTC we do have high expectations of our students but we balance this with high levels of support. The first port of call for a student who needs help will be their tutor who will assist them to overcome barriers and achieve both attendance and attainment targets. The rigour that students will experience in sixth form is designed to set them up for the competitive nature of finding the right career path and succeeding in selection processes for both employment and university.

Tutor Programme

As well as supporting students individually the role of the tutor is to deliver the tutor programme to enrich the learning experience of students and build their skills and personal qualities. More details of the programme can be found in the KS5 Tutors Team but the outline is as follows:

Monday: VESPA Mindset

Tuesday: Topical Talk, Leadership, Quizzes and Team Building

Wednesday: Assembly for all KS5 led by Head of KS5

Thursday: ICE CityZen Competition and Employability/Next Steps

Friday: Debate Friday (RE, Philosophy, Ethics) and 1:1 sessions

Graduated Support

Students sign a contract on arrival setting out the expectation that their attendance will remain above 97%. If a student is struggling, tutors are key to enabling them to overcome barriers and achieve both attendance and attainment.

Attendance

Stage	Trigger	Responsible	Action
1	Attendance falls below 95%	Attendance Officer	Email home Data passed to HoKS5 and tutor
2	Attendance remains below 95%	Tutor	Email home again Tutor to interview student
3	Attendance remains persistently below 95%	HoKS5	HoKS5 to interview student
4	Attendance remains below 95% (Or other targets not met)	HoKS5	Parents called in for meeting with student/HoKS5/Tutor

Attainment

Stage	Trigger	Responsible	Action
1	Assignment deadline or end of unit test missed.	Teacher	Email home Data passed to HoKS5 and tutor
2	Second assignment deadline or end of unit test missed.	Teacher Tutor	Email home again Tutor to interview student
3	Concern about the progress a student is making on their chosen courses.	Subject Lead HoKS5	HoKS5 to interview student
4	Severe concern raised about attainment and their likelihood of finishing the course.	Subject Lead HoKS5	Parents called in for meeting with student/HoKS5/Tutor/Subject Lead

These stages are recorded centrally by the Head of KS5 so that student progress and causes for concern can be identified as early as possible and patterns identified. The AEN and wider pastoral team will support at all stages to ensure that the wellbeing of students is being considered and is not a barrier to achievement.

Uniform

Tutors are to monitor standards of dress during tutor time and later in the school day to ensure students are leading by example. Sixth form will be required to attend UTC in business attire as outlined in the school uniform policy.

Food and Drink

UTC Swindon does not allow takeaway food, fizzy or energy drinks or chewing gum on the premises, this applies to sixth form as well. Hot food should not be consumed in the Sixth Form Study Room on the First Floor. An area of the canteen is reserved for Sixth Form students to eat and relax.

Driving

Students will not be issued with car parking permits for Bristol Street Car Park but can pay to park there if coming by car. Parking for bicycles and motorcycles will still be available in the courtyard but students riding motorcycles will need to provide details of their registration number, insurance, MOT and CBT to reception and park in allocated spaces. Students should drive/ride with consideration for the safety and respect of our neighbours and our staff and students.

Celebrate

Data will be monitored on a weekly basis by the Head of KS5 to identify trends in the cohort and provide positive feedback and privileges to those who have consistently high levels of attendance. This will be coupled with positive group feedback in assemblies and tutor groups and via the whole school culture of winning the termly attendance competition.