

APPRAISAL for FORM TUTORS

STANDARD	EXCELLING	EMBEDDED	EMERGING
ADMINISTRATION AND ORGANISATION	<ul style="list-style-type: none"> Tutor is consistently punctual and organised. Excellent pastoral reports are written, and all reports are efficiently checked. Register is consistently completed, and tutee attendance is always investigated. Record Books/Planners are checked and signed. UCAS processes and other references are always managed excellently. 	<ul style="list-style-type: none"> Tutor is organised and administration is mostly efficient. 	<ul style="list-style-type: none"> Administration and organisation is not satisfactorily efficient at this stage.
INVOLVEMENT	<ul style="list-style-type: none"> Tutor is always actively involved in tutor periods, House Meetings and other House events. Tutor demonstrates excellent ability to encourage tutees to collaborate and contribute. Tutor always works efficiently with their line-manager to implement actions. 	<ul style="list-style-type: none"> Tutor is involved and engaged in most sessions; this is also apparent through tutee collaboration. 	<ul style="list-style-type: none"> Tutor can be disengaged.
MONITORING	<ul style="list-style-type: none"> Tutor always monitors tutees' academic and other achievements. Tutor demonstrates detailed knowledge of tutees' abilities, achievements, personal development, contribution to school and community. 	<ul style="list-style-type: none"> Tutees' daily involvement with school are monitored regularly. 	<ul style="list-style-type: none"> Tutees are not sufficiently monitored.
KNOWLEDGE, UNDERSTANDING AND NURTURING OF TUTEES	<ul style="list-style-type: none"> Tutor demonstrates excellent knowledge of all tutees and communicates highly effectively with parents. Tutor always encourages the personal development of all tutees. Tutor always supports tutees and uses the school pastoral structures to enhance pupil well-being. 	<ul style="list-style-type: none"> Tutor knows and understands most tutees. 	<ul style="list-style-type: none"> Tutor lacks sufficient knowledge and understanding of individuals.