



ITT trainees and the pastoral role

Many thanks for allowing an ITT trainee to work with your tutor group. Most NQTs will be given a tutor group and be expected to work independently with them so this will be a valuable insight to pastoral work.

Placement 1 maybe the first contact they have had with a school pastoral system since their own school days so this can be very daunting. Please arrange a time to discuss with the trainee the needs of individuals in your tutor group.

After a period of observation you should be able to expect them to;

- Work with small groups or individuals during activities
- Be present at assembly
- Give out daily notices and letters
- Check organisers
- Be in year team meetings

During placement 1 you will need to remain with the trainee and be very directive about the tasks they need to complete.

In addition to the above tasks in placement 2, after a period of observation, you should be able to expect them to be able to;

- Settle the group and take the register
- Collect in letters/reply slips and keep records of this
- Plan activities for tutor time (at least one per week)
- Work with a majority of the group to allow you to speak with individuals/small groups.

Please remember the tutor group is **always your responsibility**. We are, as a school, trying to build positive relationships with our pupils and the trainees should help us to do that. They are not there to replace tutors but to work alongside you.

Please contact Jo Brake immediately if you have any concerns.