



Helping people support individuals with SEN

Teacher and Tutor Expectations:

Task	By Whom	By When (& Where)
1. Contacting parents	All tutors	Once every half-term per student and the information from the conversation logged on
2. Tutorials	All tutors	Once every half-term per student and the information from the conversation logged on
3. Learning strategies	All tutors	To be stored on by
4. Calendar of Events	All teachers	To check calendar on the Windows Tab for upcoming events
5. Reviews	All tutors	To meet with to outline Key Stage and yearly targets for tutees in tutor group by the week ending
6. Subject Targets and SOW	All teachers	3 targets per subject per student for every half-term. Stored by Evaluated the last week before half-term.
7. Teacher Forums	All teachers	A whole teacher forum held once every 3 weeks. Team meetings (MLD/Complex needs) held once every 3 weeks. Training held once every 3 weeks
8. Time Keeping	All teachers	Start lessons according to set times. Establish good time keeping among enablers and for breaks to be taken between sessions.
9. Baseline Assessment	All teachers	All new students from to be assessed against their baseline. New students to be baseline assessed. Both to be completed by
11. Peer Observations	All teachers	A peer observation schedule to be released by Education Managers. All records of peer observations to be submitted to the teachers line manager.