

### **Tasks of Class tutor :**

The main function of form teachers is to ensure that every student has the opportunity to fulfil their potential and capabilities; and to achieve the expected standards of progress with regard to the learning process. This function shall be achieved through conducting the following tasks:

1. Work towards implementing principles and values among students and shall be committed to the ethics of the profession as well as working as team members.
2. Communicate with parents of their classroom students via e-mail, follow up register and phone calls; as well as cooperate with them with regard to the learning, behaviour and activities of their children.
3. Follow up on the progress of their students and their behaviour through communicating with other subjects' teachers.
4. Study and discuss problems of academic attainment and social conduct of their students with concerned teachers and psychologists.
5. Care for students of excellent academic performance and students of poor achievements in coordination with other subjects' teachers.
6. Identify methods of effective participation of parents in school activities.
7. Become aware of social and emotional learning needs of their students.
8. Listen to opinions of their students as well provide them with sufficient care and appreciation.
9. Follow up and manage their students' conduct and behaviour.
10. Provide their students and their parents with feedback on their learning progress and their next steps of learning and activities.
11. Plan and implement Form Teacher Guidance Periods and classrooms meeting with their students in accordance with the school's regulations and directives to discuss any topics related to students' behaviour and activities.
12. Develop new of preparing students for learning.
13. Develop data on students' of their form rooms according to official documents. Such data should include students' names, dates of birth and dates of enrolment as well as parents' addresses, phone numbers and email addresses.
14. Urge students to keep their classrooms and furniture clean and neat, ensure that lights and air conditioners are turned off before leaving the school at the end of the school day.

15. Study repeated absenteeism cases and reasons; and coordinate with parents to address such cases.
16. Develop a special register for their forms' students to record observations regarding general appearance, participation in school activities, relationship with colleagues, teachers and the school community in general, adherence to the school's regulations and steadiness in attendance to school.
17. Develop an alphabetical order list of students and the form timetable to be posted on the classroom notice board.
18. Develop reports on evaluation of students' learning and ensure that parents receive these reports and sign on them to indicate acknowledgment.
19. Complete students' accumulative data cards on their status during the school year.
20. Update students' statement pages on the school website in cooperation with students and other teachers.
21. Develop and enhance their own professional experiences through reading to get acquainted with the latest developments in their field of specialization as well as make use of their colleagues' experiences.
22. Carry out self-evaluation of their own performance and make endeavours to upgrade their efficiency.  
Carry out any other related tasks as assigned to them