BEECHEN CLIFF

Sixth Form Tutor Programme 2026-27

Tutor Programme Intent:

At Beechen Cliff, our vision is to enable our students and students to achieve their aspirations and become well-rounded, confident and compassionate individuals who go on to live fulfilled lives and make a positive contribution to society.

A key element in delivering this vision is the Tutor Programme, which seeks to complement the academic curriculum by focussing on the school's Core Values of Aspiration, Compassion, Independence and Respect, whilst ensuring that students are ready to engage in the day's learning. It is the intention of the Tutor Programme that all students will develop a clearer understanding of the school values, helping them to embody those values through their actions in their lives as students at Beechen Cliff and in their adult lives ahead.

Personal Development

The Tutor Programme intends to deliver these goals through a rich and varied diet in a combination of tutor activities and assemblies. These include a weekly assembly for each year group, and tutor activities relating to a particular theme each week aimed at preparing our Sixth Form students for life after Beechen Cliff. We focus on post-18 opportunities, employability skills such as leadership and volunteering, global awareness, equalities topics and citizenship.

Through discussion of important issues such as current affairs and key events, students will develop an understanding of the world around them, increasing their cultural capital and their ability to successfully navigate their curricular studies and their adult lives ahead.

Students will also use time with their tutor to develop their personal study habits, honing these skills which will be essential for their success as independent learners.

Post-18 Preparation

A key part of the personal development of our students in Sixth Form is ensuring they are able to make informed decisions about their future choices after they leave the school. Significant emphasis is placed on careers, employability, apprenticeships, universities and relevant 'life skills' such as finance.

Year 12 students are supported by tutors in gaining work experience placements, and also in drafting applications for university places. Year 13 tutor time and assemblies in Terms 1 and 2 has frequent emphasis on university and apprenticeship application deadlines and additional support is available for Oxbridge and Medicine students.

Pastoral Support

A crucial role played by the tutor is in providing pastoral support as the first point of contact for students, parents and staff, monitoring any pastoral issues within the tutor group and flagging any concerns to pastoral managers within the Sixth Form team.

Attendance and Punctuality

Tutor sessions also aim to instil an appreciation of the value of good attendance and punctuality at school, by ensuring all students are aware of their personal attendance level and providing opportunities to remove barriers to attendance and support students who have been forced to take time off school for a variety of reasons. As a result, students will understand the impact of absence on their progress and recognise that 95% or higher is good attendance.

Standards
Tutors will challenge lateness and absence, supported by the Sixth Form attendance officer. Tutors also help ensure students are ready for the day and dressed smartly, in adherence to the school dress code - for example, wearing smart office attire and visible student lanyards. Tutors will be able to remind students about their organisation and check folders and deadlines in liaison with subject teachers.

Tutor Programme Implementation:

The Tutor Programme is designed to complement the academic curriculum, and has natural links to the PSHE and RSE curricula. The content delivered through assemblies and the tutor sessions forms part of the delivery of our Study Skills and PSHE programmes.

Assemblies offer the opportunity for collective learning and shared reflection in larger groups. Whilst the vast majority of assemblies are delivered by the Head of Sixth Form or a member of the Sixth Form team, these are supplemented by guest speakers from other school departments, local charities or organisations such as WizeUp Financial Education, World Challenge, or local University outreach departments.

A typical term might cover a range of topics such as the list below;

- Apprenticeships
- Mental Health Awareness
- Revision techniques
- Report reflection
- Volunteering and participation

Tutor Session Schedule

	Year 12	Year 13
Monday	Assembly	-
Tuesday	-	Assembly / Tutor (*alternate until Dec*)
Wednesday	Tutor Time	-
Thursday	Tutor Time	-
Friday	*Tutor Intervention Groups*	*Tutor Intervention Groups*

Sixth Form students also take part in whole school or Key Stage assemblies in September, as well as whole school assemblies at Christmas, Easter and in July.

The Role of the Sixth Form Tutor

Key Responsibilities

- **First point of contact** for parents
- **Passing on all key information** and notices to tutees
- **Promoting and monitoring attendance**, following procedures for poor attendance/punctuality
- **Promoting and monitoring dress code and conduct**
- **Connecting students** with the school's core values
- **Providing pastoral support** as the first point of contact for students, parents and staff, monitoring any pastoral issues within the tutor group and flagging any concerns to pastoral administrators within the Sixth Form team
- **Promoting and monitoring participation** in super curricular and extra curricular events, and attendance at events outside the school day
- **Promoting and monitoring academic progress** through on-going dialogue with tutee, parents and teachers, providing support when necessary
- **Conducting folder checks** each fortnight, recording their findings centrally and notifying parents of any concern
- **Understanding and supporting each tutee's aspirations for their future**, promoting and facilitating access to advice and guidance on UCAS/other routes into education, training or employment, and supporting them to prepare personal statements or job applications
- **Supporting students in finding work experience placements** by offering suggestions and reminders
- **Developing individuals** as well rounded contributors to school and society, encouraging peer support and support within the lower school
- **Contributing to/providing** assessments, reports and references
- **Contributing to and participating in** events within the sixth form, ensuring tutor group representation in all house, sixth form and whole school activities