

GD GOENKA WORLD SCHOOL

JOB DESCRIPTION

“Shape young minds, while shaping your own career.”

1. JOB TITLE

FORM TUTORS (FT)

2. DEPARTMENT / REPORTING TO

Department: Academics

Reports to: Entity Head / HOD/COD

3. JOB LOCATION / POSITION TYPE

Sohna / Full Time

4. JOB PURPOSE / SUMMARY

The Form Tutor plays a central pastoral role in supporting the academic, emotional, and social development of students within a designated form/class. This role ensures that students feel supported, guided, and connected to the school community while maintaining close communication with parents and staff.

5. ABOUT THE ORGANISATION:

Organisation Culture: At GD Goenka, our culture is built on the foundation of excellence, inclusivity, and innovation. We foster an environment where every individual—whether in teaching, administration, or support—feels valued, respected, and empowered to contribute their best. Guided by our THRIVE values (Trust, Humility, Respect, Innovation, Vision, and Excellence), we create a workplace that balances high professional standards with a deep sense of belonging and care.

Collaboration, continuous learning, and recognition of contributions are central to our ethos. We encourage openness, creativity, and accountability, while also celebrating milestones and personal achievements. With strong emphasis on ethics, well-being, and growth, GD Goenka's organisational culture is not just about building great careers, but about shaping meaningful lives.

Vision : Rooted in a rich legacy of excellence, we aspire to set global benchmarks in education. As a progressive organization, we are committed to creating learning environments that foster innovation, agility, intellectual curiosity, and responsibility.

Mission : We are committed to becoming one of the top 10 respected education brands in India and globally, accredited and ranked by reputed agencies in all categories. Our mission is to support and empower our partner institutions and stakeholders across all disciplines with leadership, culture and resources to ensure their growth and excellence

Values :



Team Centric – We believe in the power of collaboration and shared success, where every achievement is a collective milestone. By fostering mutual support and a spirit of teamwork, we ensure that progress is a unified effort, strengthening our community and amplifying impact.

Harmonious – We remain adaptable yet grounded, creating an environment where diverse perspectives coexists in synergy. While embracing change, we stay true to our core values and heritage, ensuring that progress is achieved with integrity, balance and respect for our roots.

Resilient – Challenges are opportunities to grow. We persevere with agility, adaptability, and an indomitable spirit, turning setbacks into stepping stones towards our vision. With a mindset of continuous learning and improvement, we move forward with confidence & purpose.

Innovative - We boldly reimagine possibilities, pushing the boundaries of creativity and progress. By fostering a culture of curiosity and forward-thinking solutions, we shape the future, ensuring that we remain at the forefront of transformational change.

Versatile - We evolve with the times while staying true to our essence. Our ability to adapt and integrate new ideas without losing our identity empowers us to succeed in an ever-changing world. By balancing tradition with innovation, we remain relevant, dynamic, and impactful.

Empathetic - Integrity, respect, and inclusivity define our approach. We create a culture of trust and transparency, treating everyone with dignity and compassion. By fostering an environment where every individual feels valued and heard, we enable collective success and shared growth.

6. KEY RESPONSIBILITIES

The responsibility of the Form Tutor would include, but are not limited to –

- A. Orientation of all the pupils in the beginning of the session and new pupils, whenever they join.**
 1. Help pupils in choosing their subjects in consultation with the HOP as per their subject choices.
 2. Acquainting them with the school policies and protocols like uniform policy, discipline policy, meal protocol, bus protocol etc.
 3. Maintaining standards of pupil care and discipline in and outside of the classroom, through support for and implementation of the school policies.
- B. Monitor the academic performance**
 1. Maintaining the academic record of the pupil.
 2. Mentor the pupil if the performance is fluctuating or not up to their caliber.
 3. Conducting open discussions with the pupils to determine academic issues. Dealing with the academic issues reported by them.
 4. Meeting the subject teachers and recording the specific problems.
 5. Arranging the extra classes if required.
 6. Arranging the meetings between parents and teachers (apart from PTMs)

C. Reporting and record keeping

1. Providing data in relation to each pupil required for the school recording and reporting system.
2. Supporting Heads of Department in the administration of each subject including curriculum and discipline. Writing pupil academic reports per guidelines & within published time frames planning and development.
3. Keeping abreast of statutory requirements in curriculum expressed by the Board other professional bodies.
4. Implementing Pastoral Care duties diligently.

D. Dealing with Discipline issues

1. Maintaining the discipline record of each pupil in the class
2. Mentoring the pupils to minimize the discipline issues and implement the School Discipline Policy
3. Reporting the severe cases to the life skill counselors and HOP
4. Involving the parents in each stage of discussion.

E. Looking at the grooming of the pupil and maintaining the Form Room.

1. Encouraging the pupils to come in proper uniform regularly
2. Teach them, how to carry the uniform correctly?
3. Checking the uniform regularly and enforcing the School Uniform Policy.
4. Maintaining the form room display board and involving the pupils in preparing the boards.
5. Dealing with the furniture and electrical issues like shortage, breakage, repair etc.

F. Monitoring the attendance

1. Recording the attendance on a regular basis in attendance register and tracker.
2. Reporting the daily attendance to HOP.
3. Reporting the absence of the pupil to the parents on daily basis
4. Maintaining the leave record of the pupils
5. Broadcasting the medical excuses (certificates) to the subject teachers concerned.

6. Mentoring to the pupils and parents in case of short attendance
7. Implementing the Attendance policy
8. Arranging for the exit slips during exams and in case of emergency.

G. Organizing ClassAssemblies/events

1. Pupils should be guided to organize their own class assemblies/events
2. Maximum pupils should be involved in the assemblies/events
3. Introvert and disengaged pupils should have courage to participate in assemblies

Other Duties

- Undertake such other duties as may be required by the Head of School.

7.COMPETENCY SKILLS

- Strong communication and interpersonal skills
- Empathy, patience, and a student-centered approach
- Classroom management and conflict-resolution skills
- Strong organisational abilities
- Ability to build rapport with students and parents
- Collaborative mindset and positive attitude
- Awareness of child safeguarding and pastoral best practices

8.QUALIFICATION/REQUIREMENTS

- Graduate/Postgraduate degree with a recognized teaching qualification (B.Ed./M.Ed.)
- 2-5 years of teaching experience in a school environment
- Experience in pastoral roles (preferred but not mandatory)
- Familiarity with IB/IGCSE/Cambridge curriculum is an added advantage

9. General Requirements:

- Adherence to all organizational policies is mandatory.
- The elements contained in this job description are subject to amendment as the needs of the school/organization change.
- Any other duties that go naturally, customarily and conventionally with the work and job of FT which are implied in the effective and smooth running of the School/organisation and/or other professional duties, responsibilities or assignments as GDG may delegate from time to time as, it may, deem appropriate.
- In addition to the above, responsibilities will include any other tasks/assignments or work assigned by the Principal/Administrator/Management/Respective CXO/Promoters .



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