

Secondary Section Roles



VIJAY
INTERNATIONAL
SCHOOL
PRASLIN SEYCHELLES

Tutors

A tutor's role is central in both caring for students and, crucially, monitoring their progress both academically and socially; encouraging involvement, commitment, and high standards of work and behaviour. The tutor should be active in looking after the interests of the "whole child".

The tutor is the main point of contact for the student in their class. If any issues arise, the tutor will be the first point of reference.

Year 7 tutor – Mr Baker abaker@visp-sey.com

Year 8 tutor – Mrs Sam sramasamy@visp-sey.com

Year 9 tutor – Mr Bell dbell@visp-sey.com

Year 10 tutor – Miss Dye edye@visp-sey.com

Year 11 tutor – Mr Rafferty drafferty@visp-sey.com

The role of the tutor is:

- To build a positive relationship with the student.
- To motivate students into participating fully in the life of the school i.e. extra-curricular activities, house competitions and other events organised by the school.
- Daily registration. Tutors should be in tutor rooms before students at 7:55 and dismiss students ready for lessons at 8:15.
- Set the tone for the day; create a positive ethos.
- Monitor attendance and punctuality.
- Monitor use of diary.
- Give students temporary homework planners when diaries have been missed placed.
- Explain the expectations of behaviour and work ethic on a regular basis.
- Check students uniform and personal presentation is to school standard each morning.
- Oversee silent reading, library morning and organise activities for tutor time.
- Update tutor notice board regularly, always display timetable and club information.
- To pass on any notices or letters and display relevant on your tutor group notice board.
- Monitor overall academic and social progress of each student.
- Consult as necessary with each subject teacher to alleviate any source of difficulty or issues that arise.
- Oversee planning and organisation of a tutor group assembly once per term.
- Attend and support tutor group, when possible, in any group events.
- Write reports and inform parents of students well being and progress.
- Liaise with HoS and parents regarding students.

House Coordinators

The Coordinator plays a vital role in ensuring motivation and inspiration within their house. Along with the coordinator, each house has a student captain and deputy. The coordinator should develop a sense of purpose for the captain and encourage students to take responsibility and lead their houses.

There will be house meetings/assemblies each term. This may be to plan new events, organise the house for an upcoming event etc. It will be led by the house coordinator, the house captain and deputy.

Aldabra – Mrs Baker mbaker@visp-sey.com

House captain – Gaetanne Camille

House deputy – Noah Labuschagne

Desroches – Mrs Cross jcross@visp-sey.com

House captain – Eric Jean-Louis

House deputy – Amadine Leste

Fregate – Mrs Dione mdione@visp-sey.com

House captain – Charlotte Vanacore

House deputy – Rona Pirame

Responsibilities include:

- The development and fostering of house identity and spirit.
- Organise and lead house meetings along with the house captain and deputy.
- Meet with the captain and deputy before meetings or events to ensure they are clear on what they must do or prepare.
- Help captains and deputies put together teams for sporting challenges.
- When a sporting challenge is taking place, oversee your house, encourage team spirit and use captain and deputy to help organise.
- Liaise with other coordinators and HoS and plan and organise creative challenges. Share information, deadlines and reminders with the secondary section.
- Liaise with other coordinators, HoS and PE teacher and plan and organise sporting challenges. Share information, dates and reminders with the secondary section.
- Offer international challenges for those students wishing to participate; ensure entries are posted or collated well in advance of deadline.
- Offer national challenges for those students wishing to participate; ensure VISP is registered for events and any postal entries are collated in advance of the deadline.

Any challenges may be linked to assemblies, special events or be a traditional event that is continued. Each term we will have at least one Creative challenge and at least one sporting challenge.

School Council Coordinator

The role of school council coordinator is very important in the development of the school and to support students. A school council benefits the section and whole school, students can have an input and have the chance to express their views. It also gives the school council representatives a view into budgets, decision making whilst developing their confidence and communication skills.

School council coordinator – Ms Perla gperla@visp-sey.com

Year 7 -

Year 8 -

Year 9 -

Year 10 -

Year 11 -

Responsibilities include:

- Organise meetings at least once per half term.
- Give tutors and representatives notice of the meetings so they can have time to discuss any ideas or issues to share as a group.
- Write and share minutes from meetings.
- Liaise with HoS and Head Teacher about ideas/concerns from students and discuss together how we can support or implement ideas.
- Help school council fundraise.
- Keep track and manage secondary school council budget.

School council meetings should start at 12:35. On the day of a school council meeting, the school council representatives can take an earlier lunch at 12:15.

Gifted and Talented Coordinator

The Gifted and Talented coordinator will promote and develop a challenging learning environment for gifted and talented students, thereby maximising educational options for this group of students.

G&T Coordinator – Miss Dye edye@visp-sey.com

Responsibilities include:

- To work with teacher, tutors and mentors to identify and address the needs of G&T pupils.
- To develop and implement a gifted and talent program.
- To organise and promote G&T activities both within and out of school.
- Liaise with tutors and HoS to create pathways for students