**What does the tutor/whānau teacher** **need?**

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| **Personal and**  **management skills** | * Good relationship building and communication skills. * Empathy and sensitivity when conferencing with multicultural students and families. * Scheduled time for interviews and preparation. * Highly effective organization and planning. |
| **Knowledge** | * Overall curriculum and NCEA knowledge, enabling them to explain to the student and families what is required, including course endorsements and UE requirements. * Understand all the data – NCEA, asTTle, Numeracy testing, PAT, Reading Tests etc. and all documentation around the counselling and PSTs. * Understand of the purpose of the data - what does it mean, where can it lead? * Confidence with using and understanding spreadsheets and the school’s Student Management System (SMS). |
| **Data** | * Timely data based evidence to inform progress of individuals from SMS. * Traffic Lights for tracking progress (RAG sheets) and other tracking systems. * Summary subject sheet, not for parents, by subject teachers to discuss in PST. * Attendance data. * NCEA Records of learning. * Half year report. |
| **Knowledge of learners** | * Good understanding and holistic knowledge of the learners in their whānau group. * Career paths their students are considering from previous academic counselling sessions. * Know the student – the relationship is built on trust and respect. * Refresh knowledge of student from previous sessions and records. * Check that student is on track with credits. * Talk to subject teachers if there is an issue that needs sorting. * Have options to suggest for students not keeping on track- e.g. catch up sessions, peer support. |
| **Professional development** | * Professional development on open and closed questions - on not telling students the answers, but the whānau teacher learning to ask questions e.g. ‘What do you need to do to improve?’- **Not** ‘You need to come on time’. * Professional development in conducting a conference using a script. * Observations of best practice when conducting conferences- (see Starpath DVD Resource). * Training in how to understand **all the data** – NCEA, asTTle, Numeracy testing, PAT, Reading Tests etc. and all documentation around the conferencing. * Courses for teachers on NCEA and its complexities - e.g. UE and endorsements. |
| **Resources** | * NCEA Booklet- information for parents. * Careers information for parents - University brochures, referral sheets for further appointments for specialists - careers, Deans, Subject teachers, HODs. * Conversation script for the interview. |