**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.
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| **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).
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| **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.
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| **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.
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| **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.
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| **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.
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