**Assessment and Reflection Tool**

### **Assessment and Reflection Tool Instructions**

This tool is designed to help boarding tutors assess their performance and reflect on their practice. Complete this form regularly (quarterly or termly) to track your professional growth and identify areas for development.  
Important:Be honest in your self-assessment. This tool is primarily for your own professional development, though you may choose to share it with supervisors during performance reviews.

# **Boarding Tutor Self-Assessment and Reflection Tool**

Basic InformationTutor Name:Boarding House:Assessment Period:Date of Assessment:Years of Experience as Boarding Tutor:  
Competency Self-AssessmentRate your current level of competency in each of the following areas:1. Student Relationship BuildingDevelopingBasicProficientAdvancedExpertReflect on how you build and maintain positive relationships with students. What strategies have been most effective?2. Academic Support and GuidanceDevelopingBasicProficientAdvancedExpertConsider your ability to support students academically. How do you help students with their studies and academic challenges?3. Pastoral Care and Emotional SupportDevelopingBasicProficientAdvancedExpertReflect on how you provide emotional support and pastoral care to students. How do you identify and address wellbeing concerns?4. Behavior ManagementDevelopingBasicProficientAdvancedExpertConsider your approach to managing student behavior. How effective are your strategies for maintaining discipline while building respect?5. Communication with Parents/GuardiansDevelopingBasicProficientAdvancedExpertReflect on your communication with parents and guardians. How do you build and maintain these important relationships?6. Collaboration with ColleaguesDevelopingBasicProficientAdvancedExpertConsider how you work with other staff members. How do you contribute to the boarding team?7. Activity Planning and ImplementationDevelopingBasicProficientAdvancedExpertReflect on your ability to plan and implement engaging activities for boarding students. What types of activities have been most successful?8. Cultural Sensitivity and InclusionDevelopingBasicProficientAdvancedExpertConsider your approach to cultural diversity and inclusion. How do you ensure all students feel respected and included?9. Crisis ManagementDevelopingBasicProficientAdvancedExpertReflect on your ability to handle emergencies or crises. How prepared do you feel to respond to unexpected situations?10. Professional DevelopmentDevelopingBasicProficientAdvancedExpertConsider your commitment to ongoing learning and improvement. How do you pursue professional growth?  
Strengths and Areas for DevelopmentKey StrengthsDevelopment AreasEvidence of ImpactProvide specific examples that demonstrate your positive impact on boarding students.  
Critical Incident ReflectionDescribe a significant incident or challenge you faced during this assessment period:How did you respond to this situation?What did you learn from this experience?How will you apply this learning in the future?  
Professional Development PlanDevelopment GoalActions/StrategiesResources NeededTimelineSuccess Indicators  
Feedback and SupportSummarize any feedback you've received from students, parents, or colleagues:What support or resources would help you develop further as a boarding tutor?  
Overall ReflectionReflect on your overall performance and growth during this assessment period:  
CompletionDate for Next Self-Assessment:Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:  
Boarding Tutor Reference Guide | Self-Assessment and Reflection Tool | Page 1 of 1This tool is designed for personal reflection and professional development.

## **Basic Information**

Tutor Name:  
Boarding House:  
Assessment Period:  
Date of Assessment:  
Years of Experience as Boarding Tutor:

## **Competency Self-Assessment**

Rate your current level of competency in each of the following areas:  
1. Student Relationship BuildingDevelopingBasicProficientAdvancedExpertReflect on how you build and maintain positive relationships with students. What strategies have been most effective?  
2. Academic Support and GuidanceDevelopingBasicProficientAdvancedExpertConsider your ability to support students academically. How do you help students with their studies and academic challenges?  
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5. Communication with Parents/GuardiansDevelopingBasicProficientAdvancedExpertReflect on your communication with parents and guardians. How do you build and maintain these important relationships?  
6. Collaboration with ColleaguesDevelopingBasicProficientAdvancedExpertConsider how you work with other staff members. How do you contribute to the boarding team?  
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9. Crisis ManagementDevelopingBasicProficientAdvancedExpertReflect on your ability to handle emergencies or crises. How prepared do you feel to respond to unexpected situations?  
10. Professional DevelopmentDevelopingBasicProficientAdvancedExpertConsider your commitment to ongoing learning and improvement. How do you pursue professional growth?

## **Strengths and Areas for Development**

Key StrengthsDevelopment Areas  
Evidence of ImpactProvide specific examples that demonstrate your positive impact on boarding students.

### **Key Strengths**

### **Development Areas**

### **Evidence of Impact**

Provide specific examples that demonstrate your positive impact on boarding students.

## **Critical Incident Reflection**

Describe a significant incident or challenge you faced during this assessment period:  
How did you respond to this situation?  
What did you learn from this experience?  
How will you apply this learning in the future?

## **Professional Development Plan**

Development GoalActions/StrategiesResources NeededTimelineSuccess Indicators

## **Feedback and Support**

Summarize any feedback you've received from students, parents, or colleagues:  
What support or resources would help you develop further as a boarding tutor?

## **Overall Reflection**

Reflect on your overall performance and growth during this assessment period:

## **Completion**

Date for Next Self-Assessment:  
Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: