



JOB DESCRIPTION

Job Title: Attendance Mentor
Location: Bankside Primary School
Grade: C1, Pt 12-17
Hours: 37 hrs per week, TTO + 5 days

Post(s) to which directly responsible: Line Manager

Post(s) for which directly responsible: None

Purpose of job

To be responsible for supporting families to improve attendance.

Duties and Responsibilities:

To be responsible for the improvement of attendance throughout the school

To set and monitor group and individual pupil attendance targets

Use the pupil management system (currently SIMs) to identify and prioritise children who are an attendance concern

Act as first line of contact to parents/carers in relation to attendance

Coordinate meetings with parents/carers to implement interventions and track progress.

Build positive relations with parents/carers to encourage family involvement in their child's attendance.

In consultation with senior leaders recommend action to be taken, and develop strategies to combat unauthorised and authorised absences

Conduct late gate as necessary or as instructed by senior leaders

Use the school minibuss to provide transport support on a short-term basis to families who are struggling to attend school.

Carry out home visits, where necessary, to address attendance concerns for individual children

Make referrals and attend meetings with outside agencies, where appropriate

Meet with families requesting Exceptional Leave and manage the paperwork around these requests.

Word processing of school documentation as requested

To undertake photocopying, filing and general office duties

To take part in the school Performance Management process

To carry out all activities in line with the school's policies for Health and Safety,

Safeguarding and Child Protection and Equal Opportunities

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Person Specification

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of the school environment • Experience of undertaking a range of clerical duties • Experience of, or willingness to learn, a range of computer applications • Knowledge of school attendance systems and processes • Knowledge of barriers to good attendance and academic achievement 	Previous experience of attendance work	<ul style="list-style-type: none"> ▪Application Form ▪Interview
Skills & Abilities	<ul style="list-style-type: none"> • Ability to work in an organised and methodical manner • Ability to convey information clearly and accurately • Ability to maintain efficient record keeping systems • Ability to produce accurate and up-to-date records and reports as required • Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc • Ability to build and maintain positive relationships with parents • Ability to take personal responsibility for organising day to day targets • Ability to work effectively as part of a team • Ability to work in a discreet and sensitive manner 		<ul style="list-style-type: none"> ▪Application Form ▪Interview
Personal Qualities	<ul style="list-style-type: none"> • Ability to demonstrate commitment to Equal Opportunities • Willingness to participate in further training and developmental opportunities 		<ul style="list-style-type: none"> ▪Application Form ▪Interview
Qualifications	<ul style="list-style-type: none"> • 5+ A* -C / 4-9 GCSE's including English and Maths • A proven high level of literacy / numeracy • 		Certificates A/R
		Full driving licence	Driving Licence
		Be prepared to undertake Midas training	