



THE WESTGATE SCHOOL

Hampshire's First 4-16 'All-Through School'

Candidate Pack

Attendance and Inclusion Mentor

The purpose of this role is:

- to work closely and collaboratively with Year Leaders to devise and implement interventions to increase both attendance and engagement of pupils, including targeted interventions for individual pupils as well as school wide initiatives;
- to provide support to pupils and parents/carers, including support within lessons as part of transition and reintegration, which may include home visits;
- to engage pupils who have become, or are becoming, disaffected with their education and whose attendance in lessons and at school has dropped;
- to liaise with outside agencies, the Local Authority and Children's Services to share information and advocate for pupils.

The role holder will be based in the Pupil Support Team, mainly in the secondary phase of school, and will be line managed by Ben Pearce, Deputy Headteacher responsible for inclusion and safeguarding of pupils.

Introduction:

Thank you for your interest in the position of **Attendance and Inclusion Mentor** at The Westgate School.

Our school is Hampshire's first all-through provision (EYFS to Year 11), with excellent outcomes for pupils and offers a supportive, collegiate working environment for colleagues in keeping with our "Learning Together; Achieving Excellence" motto.

The Westgate School is an oversubscribed school based in the heart of the city of Winchester, with a reputation for academic success for our pupils. Our school was last visited by Ofsted in November 2024 and was classified as Outstanding. In our secondary phase, pupil progress in 2024 for English and Maths was the highest in the county and our progress 8 score is well above the national average of 0.7. Ofsted found that "pupils' behaviour is exemplary" and they

have “exceedingly positive attitudes towards learning”. We believe that the success of our pupils is intrinsically linked to that of adults in our school: everybody matters.

We pride ourselves on our collegiate team culture in which ideas are shared unselfishly, problems acknowledged without fear and everything we do is in the spirit of professional generosity. Regardless of job title, every colleague is entitled to be treated with kindness and respect, reflecting our school values of “Be kind, Be respectful and Be responsible”.

With 1,600 pupils across our two phases, we are lucky to have excellent teaching facilities available to our pupils, including science laboratories, computing suites, and a purpose-built art and sculpture block. Our primary phase pupils benefit from separate playgrounds for different key stages and an all-weather area. On our secondary site, as well as extensive grass sports fields, we have expansive indoor communal spaces to enable us to gather as a whole community, including two sports halls and a separate building which houses the Hampshire Badminton Centre of Excellence.

We recommend you look at our website (westgate.hants.sch.uk) and follow our Facebook or Instagram pages which will provide further information and give you a flavour of the experience our pupils and colleagues receive.

As a school, we are committed to safer recruitment, so all posts are subject to the usual police and criminal record checks. If you have any further questions, or wish to see a copy of our recruitment policy, please contact our Recruitment team on hr@westgate.hants.sch.uk

Good luck with your application and thank you for your interest in our school.

Working at The Westgate School, you will:

- Benefit from the support of experienced and highly motivated colleagues across all Key Stages (EYFS to KS4);
- Join an organisation with an open culture of professional generosity, which actively encourages a healthy work-life balance through our wellbeing charter;
- Feel valued and recognised for your contributions, through our Framework for Professional Learning;
- Have access to preferential nursery places at Rotherly Day Nursery (on-site) at a reduced price;
- Park free on-site and have access to EV charging spaces (booking required);
- Gain access to Schools Mutual Well-being support lines and app, including physiotherapy, counselling, GP service and menopause support;
- Have free use of on-site health and fitness facilities;
- Benefit from preferential admission to The Westgate School for colleagues' children after two years of employment;
- Have automatic enrolment into the Local Government Pension Scheme;
- Enjoy membership of Vivup Employee Benefits and Discounts for Teachers.

School Structure Overview:

“Staff are incredibly proud to work at this school” (Ofsted, 2024)

Our Senior Leadership Team consists of the Headteacher and a Senior Deputy Headteacher/Head of Primary, supported by two Deputy Headteachers and four Assistant Headteachers, each with their own responsibilities.

Within our pupil support team, there are two SEND coordinators, one focused on the primary phase and one on secondary. They are supported by two Emotional & Learning Support Assistants, a SEN specialist teacher, and a team of Teaching Assistants. The Attendance and Inclusion Mentor will be part of this pupil support team, largely based in the secondary phase.

Attendance and Inclusion Mentor

Local Task List

(to be used in conjunction with Hampshire County Council Role Profile no. 1556 – see Appendix A)

Support for Senior Leaders	<ul style="list-style-type: none"> Monitor and analyse attendance data across both phases and all Year Groups.
	<ul style="list-style-type: none"> Identify trends in data and share these appropriately with leaders.
	<ul style="list-style-type: none"> Work closely and collaboratively with leaders in Primary & Secondary Phases to devise and implement interventions to increase both attendance and engagement of pupils. This would include targeted interventions for individual pupils as well as school wide interventions and initiatives
	<ul style="list-style-type: none"> Liaise with the Deputy Headteacher, as well as other colleagues, to ensure accurate records are maintained with the recording of absence and attendance.
Support for pupils and their families	<ul style="list-style-type: none"> Support both pupils and parents/carers with open communication as well as home visits.
	<ul style="list-style-type: none"> Where necessary, support pupils within their lessons as part of the transition and reintegration back into the classroom.
	<ul style="list-style-type: none"> Implement the school's attendance strategy including communication with parents regarding attendance and punctuality, eg: letters.
	<ul style="list-style-type: none"> Engage pupils who have become, or are becoming, disaffected with their education and whose attendance in lessons and at school has dropped.
	<ul style="list-style-type: none"> Keep clear records of any pupil or parents contact using the relevant systems.
	<ul style="list-style-type: none"> Collate and action the legal processes related to attendance such as Penalty Notices.
	<ul style="list-style-type: none"> Attend relevant school meetings as required.

	<ul style="list-style-type: none"> • Make home visits to support improved attendance.
	<ul style="list-style-type: none"> • Act as a support to the DSLs in recording of disclosures, follow up calls, and arranging meetings and referrals.
Work with external agencies	<ul style="list-style-type: none"> • Make referrals to the Local Authority including, but not limited to, Legal Intervention Team, Child Missing in Education and Emotionally Based School Avoidance.
	<ul style="list-style-type: none"> • Liaise with outside agencies, including the Local Authority and Children's Services to share information, advocate for the pupils at Westgate as well as organising and chairing Education Planning Meetings (EPM).
	<ul style="list-style-type: none"> • Attend meetings as required to support the DSL, including but not limited to, Children in Need and Child Protection.
Support for the school	<ul style="list-style-type: none"> • Work in accordance with school policies including the requirements of Keeping Children Safe in Education (KCSIE), the school's safeguarding and child protection policies among others.
	<ul style="list-style-type: none"> • Undertake any other duties as reasonably requested by the Headteacher of the senior team.

The key decision-making areas in the role:

- Deciding on appropriate support and advice to families and pupils according to each pupils' specific circumstances
- Deciding when to refer pupils onto other agencies for further help
- Deciding on what information to relay to senior leaders and other colleagues

Working conditions – environment, and physical effort or strain

- This role may be emotionally demanding due to the difficult circumstances in which some families are set.
- There is a Health and Safety responsibility for self, children and area which is particularly demanding in a child-centered environment.
- This role may include home visits to families of non-attendee pupils.

Person Specification:

Qualifications & Experience	Essential	Desirable
Numerate and literate: GCSE English and Maths (grade 4 or above)	*	
Educated to NVQ Level 3, A Level or equivalent		*
Relevant work experience; working with key agencies to resolve situations	*	
Strong working knowledge of safeguarding including experience of dealing with safeguarding issues with young people	*	
Training in community or youth work, counselling skills		*
Skills and Knowledge	Essential	Desirable
Ability to analyse large amounts of data and to be able to identify trends early	*	
Demonstrable working knowledge and understanding of Keeping Children Safe in Education	*	
Excellent communication skills, which enable positive resolutions of difficult situations	*	
Have empathy for pupils and be sympathetic to their needs	*	
Ability to develop relationships with the hardest to reach pupils, their families and carers and other adults	*	
Ability to demonstrate a range of effective behaviour management strategies		*
Skilled in restraint techniques for dealing with dysregulated pupils		*
Good understanding of child development		*
Demonstrable knowledge and understanding of the problems and issues families/parents face which affect and inhibit the educational progress of children particularly those children with challenging behaviour	*	
Personal Qualities	Essential	Desirable
Team player and “can do” attitude	*	
Resilience to manage setbacks and to cope with challenging situations	*	
A sense of humour	*	

Ability to work effectively and have resilience in dynamic situations	*	
Ability to ensure confidentiality	*	
Identify and undertake professional development opportunities	*	

Salary and Hours of Work:

- Start date – as soon as possible.
- This is a 40-hour per week, 40-week per year position (term-time only plus 1 week).
- During term time, hours of work are Monday to Friday, 7.30am - 4pm.
- Due to the nature of the role, we cannot consider a job share or part-time arrangement.
- Actual starting salary £30,625

Safeguarding Statement:

The Westgate School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to statutory employment checks, which will include an online search to identify any incidents or issues that have happened and are publicly available online, in line with Keeping Children Safe in Education recommendations.

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.

Recruitment of Ex-Offenders:

We comply with the Disclosure and Barring Service Code of Practice. If you are shortlisted for an interview, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children.

As The Westgate School is all-through provision and has Rotherly Day Nursery on site, colleagues could be expected to provide childcare to children under the age of 8 years old. Therefore, all successful candidates are asked to complete a declaration form to confirm that they are not disqualified from working in a childcare setting.

Equal Opportunities Statement:

The governing body is committed to providing equality of opportunity at all stages of the recruitment and selection process and ensuring that candidates are treated fairly and lawfully throughout the process. Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender reassignment, marriage and civil partnership,

pregnancy and maternity, race, religion or belief, sex, sexual orientation, political affiliation, or trade union membership.

All disabled applicants who indicate that they consider themselves to have a disability on their application and who meet the minimum criteria for the role will be guaranteed an interview.

Recruitment Statement:

The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable.

The aims of our recruitment policy are to:

- attract and appoint the highest calibre of applicants;
- ensure safe and equitable recruitment and selection is conducted at all times;
- deter, identify and reject prospective applicants who are unsuitable for work with children or young people.

If you have any questions about our recruitment process, or would like to see our recruitment policy, please contact us on hr@westgate.hants.sch.uk

How to Apply

To apply, please visit [our school's vacancies page](#), where you will find an application form and further information. Applications will only be accepted from candidates completing the application form in full. We cannot accept CVs as an alternative.

Completed applications should be submitted to hr@westgate.hants.sch.uk

Closing date for receipt of applications: Monday 30th June 2025 (12 noon)

Interviews will be held in the week beginning 7th July 2025

Early application submissions are encouraged. We reserve the right to close the vacancy prior to this deadline if sufficient, suitable applications are received. Please apply as soon as possible.

Shortlisted Applicant Checks:

If you are shortlisted for an interview, checks will be undertaken which form part of our safer recruitment process which aims to deter individuals who may be unsuitable to work with children from working in a school environment.

As part of the pre-interview process, the school will carry out reference checks and online searches on all shortlisted candidates. Shortlisted candidates will be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children.

Invitation to Interview:

As part of our safer recruitment process, all interviews will be conducted in person and may include tasks, scenario planning or observations which will explore the candidate's suitability for the role. All candidates invited to interview must bring documents which prove their identification (must be a formal document like a passport or driving licence), their right to work in the UK and any qualification certificates that are necessary or relevant for the post. These must be the original documents.

Offer of Employment and Start Date:

Any offer to a successful candidate will be conditional upon completion of our pre-employment checks, which include an enhance Disclosure & Barring Service check (DBS), references, overseas police check (if applicable, we will need to request reimbursement of fees), verification of professional and academic qualifications, verification of medical fitness and receipt of signed self-declaration form showing the candidate is not disqualified from providing childcare.

Start dates cannot be agreed until all the necessary pre-employment checks have been completed and signed off by the Headteacher.