

## School / Leeds City Council Job Description

**Service**

Attendance

**Post Title**

Attendance Improvement Mentor

**GRADE**

C3

**Post(s) to which directly responsible**

Headteacher

**Post(s) for which directly responsible**

None

**Purpose of job**

- To maintain all systems for monitoring and developing attendance of students, including supervising staff in order to maintain absences and lateness at an acceptable level.
- The post holder is specifically responsible for ensuring:
  - Parents / Carers of children with early signs of social, emotional, health or behaviour issues are identified, and supported by working in partnership with them, schools and professionals to prevent further difficulties
  - Information for parents in respect of local support services is made available
  - To be an active member of the schools' pastoral and safeguarding team
  - The development and implementation of a referral system for parents/carers and schools
  - Actively promoting and supporting Leeds City Council's and Departmental Policies on Equal Opportunities and to work in an anti-oppressive manner.

**Responsibilities**

- To supervise and monitor staff to ensure daily routine tasks are undertaken, including inputting data, distribution of registers and issuing rewards.
- Encourage good relations and effective dialogue between parents / carers and schools to ensure confidence is built in school processes and the importance of education is underlined
- Work in partnership with school/ Education Welfare Officers to focus on early identification of absence
- Work in partnership with school/ parents/ carers to support pupils who have been or are likely to be excluded
- Work with pupils and families to avert potential exclusion
- Keep records and all documentation pertaining to meetings/ contact with children, young people and their families
- Work in partnership with parents/ carers in a problem-solving capacity, develop and implement an action plan to support families in respect of absence
- Work in partnership with parents/ carers to encourage supervision of their child during any periods of exclusion from school, including support with the continuation of schoolwork

- Working in partnership with parents/ carers, ensure that there is a proper strategy for tackling the issue that led to the exclusion and for re-integrating the pupil into school on return
- Work in partnership to develop and implement reviews and assessments of the effectiveness of the work being carried out, including evaluation of parenting courses by the delegates and records of all action taken to improve attendance
- To be responsible for maintaining the absences on the electronic database SIMS, duties to include:
  - a. Responsible for the 'first day' absence system and its follow up procedures
  - b. Inputting absences onto the electronic database SIMS, such as students' illness, medical appointments and other absences using the appropriate code
  - c. Inputting bulk data for student absence such as trips, ongoing college placements and other long term absence
  - d. Updating SIMS daily with student lateness and absence during the school day
  - e. Investigating student absence
- To provide support to individual children who may be experiencing problems at home or outside school which may be affecting their attendance.
- To meet with parents/carers regarding attendance issues i.e holidays in term time, truancy, illness etc.
- To liaise with the Headteacher and Learning Mentors and other staff concerning attendance issues and arranging meetings as appropriate.
- To produce reports/ lists/ information/ data as required to the Headteacher and Governors.
- To liaise on a daily basis with the Headteacher and the rest of the Pastoral Team students with attendance problems.
- To monitor data on a daily basis to identify patterns and inconsistencies for individual students or groups of students.
- To liaise with schools and agencies that require information on a particular student's attendance.
- To follow all protocols of data protection and confidentiality whilst sharing the monitoring findings, concerns and relevant information with key staff as appropriate.
- To produce and send letters regarding lateness and attendance.
- To manage and monitor term-time holiday request forms.
- To support the organisation of reward days designed to improve attendance and punctuality.
- To attend and participate in staff meetings and briefings as appropriate
- To undertake training either on/ off site as maybe required and instructed.
- To contribute to the overall ethos/work/aims of the school.
- To undertake any other duties that are commensurate with the post.

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Be one of the school's named Child Protection officers and actively engage in child protection multi-agency meetings as required.

### **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.

### **Physical Conditions**

The post is currently based at Oulton Primary School. Oulton Primary School has access by stairs in some parts of the school and is accessible by disabled persons.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

The school operates a non-smoking policy.

### **Economic conditions**

Grade:	C3
Annual Leave:	Term time only
Hours:	32.5 hours per week
Conditions of Service:	NJC Conditions apply

### **Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

### **Training**

The School encourages training both "in-house" and external to meet the needs of the individual and of the Service.

### **QUALIFICATIONS**

NVQ Level 3 or equivalent

**Job Description Prepared/ Reviewed by:**

**Date:**

**Job Description Approved by:**

**Date:**

**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Able to communicate effectively with a wide range of people including sensitive and complex information	*		
Able to produce and present reports and data	*		
Able to establish and maintain accurate records using both manual and electronic systems	*		
Able to accurately enter/retrieve data information from information systems	*		
Able to contribute to the improvement of the service including processes and procedures	*		
Able to prioritise own and team's work to meet conflicting deadlines	*		

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Knowledge of general office procedures and practice	*		
Knowledge of relevant financial regulations to carry out financial transactions	*		
NVQ Level 3 or equivalent		*	

EXPERIENCE	Ess	Des	MOA
Experience of dealing with more complex queries from a wide range of people	*		
Experience of working in partnership with others to deliver work to set deadlines	*		
Experience of providing customer focussed services	*		
Experience of supervising and developing staff	*		
Experience of participating in teams and working on own initiative	*		
Experience in the use of the Microsoft package	*		
Experience of extracting and analysing data from information databases		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A	=	Application Form
	T	=	Test
	I	=	Interview
	C	=	Certificate