St John Bosco College

JOB DESCRIPTION: ATTENDANCE OUTREACH AND LEARNING MENTOR

Grade: Scale 6 Spine Point: 18-20

Effective from: Summer 2026

The Attendance Outreach and Learning Mentor supports the school in improving student attendance and engagement by working with pupils and families to address barriers to learning and attendance. The post holder will contribute to attendance processes, provide mentoring support and work collaboratively with staff and other external agencies under the direction of the Head of Learning.

Responsibilities

Attendance Support

- Daily monitoring of attendance registers and ensure absences are followed up
- Make first day of absence calls, and all follow up calls to absentees
- Assist with sending absence and lateness messages
- Support the identification of attendance concerns, lead school-wide truancy sweeps, chase uncalled registers and report and follow up any suspected truancy in line with school procedures
- Assist in the implementation of school attendance procedures and policies and maintain accurate records using school systems (e.g. Arbor, CPOMS)

Outreach and Family Engagement

- Act as a key point of contact with parents/carers to support improved attendance
- Make home visits to absent students as agreed with line manager, collect and bring students to school as appropriate and in line with school's procedures and guidelines
- Work collaboratively with external agencies (e.g., Education Welfare, Social Care) as directed
- Contribute to meetings relating to student support (e.g. TAC, CIN) under the guidance of senior staff

Mentoring and Student Support

- Provide 1:1 and small group mentoring to support students with attendance and engagement
- Support pupils returning from absence to reintegrate into learning
- Work with teaching staff to ensure students who have been absent do not fall behind
- Implement reward schemes that recognise improved and consistent attendance and punctuality

Communication and Record Keeping

- Communicate daily and periodically with families as required – phone, SMS, email and in person
- Maintain accurate and up-to-date records of interventions and communications
- Contribute to team meetings and share relevant information appropriately

Safeguarding

- Be vigilant to safeguarding concerns – identifying and reporting concerns both in school or during outreach or home visits in line with school procedures
- Support safeguarding processes by recording concerns accurately on CPOMS
- Work within statutory safeguarding guidance and school policies at all times

Other Duties

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2024 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To be fully aware of the requirement as set out in Keeping Children Safe in Education
- To ensure that the Designated Person for Safeguarding is made aware and kept fully informed of any concerns that arise in relation to safeguarding and/or child protection
- Actively promoting Equality and Diversity throughout the school
- Handle sensitive information with the highest level of discretion and maintain confidentiality at all times. Ensure data is kept in line with legal rights
- Flexibility to work occasional hours, outside of the regular school day, as needed
- To carry out any other reasonable dues and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post as requested by the Headteacher

General

Whilst every effort has been made to explain the main dues and responsibilities of the post, each individual task undertaken may not be identified. Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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PERSON SPECIFICATION: ATTENDANCE OUTREACH AND LEARNING MENTOR

Grade: Scale 6 Spine Points: 18 - 20

EFFECTIVE: Summer 2026

Outline of Key Abilities
You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when wring your personal statement which you will find under Section 6 of the application form. Please read the candidate guidance under that section
Key:
E – Essential D – Desirable A – Application Form I – Interview/Selection Process

	Experience and Attributes	**E**	**D**	**A**	**I**
1	Experience working with children of relevant age in a learning environment	√		√	
2	Working in a school environment		√	√	
3	Experience of supporting students and families		√		√
	Qualifications	**E**	**D**	**A**	**I**
4	GCSE (or equivalent) grade C4 or above in English and Mathematics	√		√	√
	Knowledge and Skills	**E**	**D**	**A**	**I**
5	Functional ICT skills	√		√	√
6	Working knowledge of relevant polices/codes of practice/legislation		√		√

7	Understanding of Child Development	√			√
8	Ability to learn new skills and apply them in the workplace	√	√		√
Personal Attributes		**E**	**D**	**A**	**I**
9	Effective interpersonal and communication skills	√		√	√
10	Ability to relate well to children and adults	√		√	√
11	Work constructively as part of a team	√			√
12	Commitment, enthusiasm and energy	√			√
13	Willingness to be involved in the wider life of the school community.	√			√
Other		**E**	**D**	**A**	**I**
14	Willingness to undertake training in basic first aid	√			√