



Post Title: Inclusion & Attendance Support

Salary: Scale 3 (SCP 5-6)

Hours: 17.5 hours per week (Mon to Fri 8.40am to 12.10pm)

Contract: Term Time Only + 1 TE Day

Line Manager: Assistant Headteacher – SLT Lead for Attendance

Purpose of the Role

This role is established as part of the school's commitment to developing inclusive mainstream practice, supported through targeted inclusion funding, to ensure early identification of need, timely intervention, and reduced reliance on statutory support.

The postholder will manage and coordinate the daily operations of our "Beacon Room", providing a structured, welcoming "soft start" environment for targeted pupils and those with SEMH needs. The postholder will facilitate successful morning transitions into school, remove barriers to attendance, and deliver early intervention support.

Additionally, the role provides administrative capacity to the attendance team and acts as operational support for the Attendance & Welfare Officer.

Key Responsibilities:

Beacon Room Management & "Soft Start" Delivery

The Beacon Room forms part of the school's inclusive mainstream provision, enabling early, preventative support to be delivered in a structured setting, reducing escalation of need and supporting sustained engagement in learning.

- **Morning Welcome:** Working with the attendance and pastoral team to create a nurturing environment to welcome vulnerable pupils, persistently late students, or those displaying school anxiety/refusal from 08:40 AM.
- **Transition Support:** Work with pupils to regulate, settle, and successfully transition into their curriculum classes by the end of the morning registration/first period.
- **De-escalation & Pastoral Care:** Employ positive behaviour strategies to support students experiencing emotional or behavioural barriers first thing in the morning.

Attendance & Early Intervention Support

This work contributes to the school's use of inclusion funding to improve attendance and punctuality outcomes through early identification, targeted support and rapid intervention for pupils at risk of persistent absence. The role supports a preventative, whole-school approach to attendance, reducing reliance on formal escalation processes by addressing barriers at the earliest stage.

- **First-Day Contact:** Assist the Attendance Admin worker with morning calling and tracking unexplained absences where required.

- **Data Monitoring:** Identify patterns of lateness or poor attendance during the morning period.
- **Targeted Interventions:** Run brief, individual, or small-group mentoring sessions within the Beacon Room focusing on punctuality and attendance goals.

Other duties

The postholder will support the effective deployment of inclusion and attendance resources across the school, contributing to joined up working between pastoral, safeguarding, and attendance systems to ensure timely and proportionate intervention.

- **Attendance & Welfare Officer Support:** Work closely with Attendance and Welfare Officer to understand statutory processes, enabling the postholder to act as an internal cover/support system for urgent attendance admin.
- **Information Sharing:** Maintain precise logs of who uses the Beacon Room and why, ensuring seamless handovers to Year Leaders, Class Teachers, and the Safeguarding team.
- **Undertake any other reasonable duties** commensurate with the grade of the post, as directed by the Headteacher or senior leadership team, in support of the school's inclusion and attendance priorities.

General

- Be aware of and comply with policies and procedures relating to Safeguarding, Health and Safety, Security and Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- The post holder may be required to undertake additional duties appropriate to the role as directed by the Headteacher.
- This job description will be reviewed regularly and may be amended in consultation with the postholder.