



BRIDGEWATER
PRIMARY SCHOOL

Bridgewater Primary School Job Description: Learning Mentor/Attendance Leader

Job Title:	Learning Mentor 3
Grade:	3B (25-28)
Directly responsible to:	Headteacher
Directly responsible for:	
Hours of Duty:	36 hours per week TTO plus 5 INSET days
Primary purpose of the job:	
To support the Headteacher and teachers in addressing the diverse needs of children to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.	
Main Duties and Responsibilities/Accountabilities:	
1	Implement procedures for the assessment of children in school in order to identify those who need extra help to overcome barriers to learning both inside and outside school.
2	Devote dedicated time to those pupils who need extra support to achieve their potential – 1:1 support; drop-ins; in class support etc.
3	Design and implement an action plan for each child who needs particular support, except where the child is already subject to an individually tailored plan in which case, to contribute to reviews and work towards objectives in the plan.
4	Develop supportive relationships with children needing particular support where necessary aimed at achieving the goals defined in the plan.
5	Set up small bespoke intervention groups to address individual or group needs as they arise – including behaviour issues or dealing with reports of bullying.
6	Maintain regular contact with families/carers of children receiving support, and to encourage positive family involvement in the child's learning.
7	Organise and implement TAC/CIN meetings within the school. Prepare reports, liaise with school staff, parents and other agencies; maintain minutes and ensure actions are completed in a timely manner.
8	Build up a full knowledge of the range of support available for pupils (e.g. activities, courses, opportunities, organisations) that could be drawn upon to provide extra support.
9	Assist the Headteacher in the sharing of information between agencies and services.
10	Be mainly responsible the implementation of the school's attendance policy and to implement action plans that aim to improve pupil's punctuality and attendance. Monitor attendance and lead attendance panel meetings. To work alongside the EWO to ensure actions are completed for families causing concern – including the Completion of Penalty Notice referrals and Sections 9's.
11	Liaise with secondary schools and other educational establishments to support those children that may require further support on transition to another educational establishment.
Other Duties and Responsibilities/Accountabilities:	
12	Supervise playtimes and playground leaders scheme.
13	Network with other professionals and to share best practice.
14	Fulfil role as Well-Being First-Aider.
15	Deputise for the Child Protection Officer (Headteacher).
16	Act as school representative for families TAF and CIN level in multi-agency meetings.

17	Carry out the procedures under the school's Safeguarding Children's Policy, directed by the Child Protection Officer.
18	Run extracurricular clubs within the school.
19	Maintain detailed records.
20	Organise attendance awards.
21	To carry out home visits/delivery of children to support services in order to completely fulfil the main roles and responsibilities contained within the whole job description.
22	Team Leader for Welfare staff. Coordinate meetings, training and management of sickness absence. Liaise between teachers, TAs and welfare staff.
23	Prepare and deliver a half-termly report on attendance and pastoral care to Governors.
24	Support the school's Designated Teacher for LAC (Looked After Child); attend meetings and deliver reports to relevant agencies.
25	Attend parent's evening and award evenings at school.
<p>The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.</p>	
Date Job Description prepared/revised:	Revised June 2026
Prepared by:	Headteacher: Emma Henderson
Agreed by Post holder:	Learning Mentor: Karen Hopkins